

CKSD - Clearances, Affidavit, Act 126, PIAA Coursework, Etc. - REQUIREMENTS

Revised: 10/01/2023

Board Approved: 10/11/2023

	Guest Volunteer (per Board Policy #916)		Position Volunteer (per Board Policy #916)
#1	Fall Festival	*All	Field Trips
#1	Secret Santa	*All	Overnight Sporting Events
#1	Dances		
#1	Collecting Tickets		
#1	Concessions		
#1	Chain Crew		

	Volunteer Coach 1		Volunteer Coach 2
*All	Shows up at occassional practices	*All	Acts as a paid coach but is a volunteer
		*All	Weight Room Volunteer
		*All	Game Manager
		*All	Assistant Game Manager
		*All	Rides Bus

Definition (Guest Volunteer)

An adult who voluntarily provides a service to the district, without compensation, who: **(1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact.** Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; reading to students; collecting tickets at sporting events; working concession stands; participating in *Career Day*, volunteering in any Elementary School/Elementary PTO sponsored activities, etc.

Definition (Position Volunteer)

An adult applying for or holding an unpaid position with a school or a program, activity or service, **as a person responsible for the child's welfare or having direct volunteer contact with children.** Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, recess or library aides, etc.

KEY

#1. Volunteer Application	Contact Athletic Director
#2. ACT 126	Contact Athletic Director
#3. *Fingerprints	Contact Athletic Director
#4. *Affadavit Only (10 years in PA)	Contact Athletic Director
#5. Criminal Hist. - Act 34 (153) Clearances	Contact Athletic Director
#6. PIAA Coaches Courses	Contact Athletic Director
#7. Child Abuse - Act 151	Contact Athletic Director
#8. TB Test	Occupational Health @ Nason --- Phone:(814) 224-6266

END



Notes:

***Note: #4 Affidavit - Replaces the need for fingerprints as a Position Volunteer if lived in PA for 10 years or more.**

^Administration reserves the right to ask for all clearances and/or deny a volunteer request.

Claysburg Kimmel School District
Guest Volunteer Information
Cover Page

In accordance with Policy 916, all volunteers must have a disclosure sheet on file in the Claysburg Kimmel School District Business Office. Please complete the following information and return it to the building administrator in which you are volunteering for his/her signature.

Name: _____

Address: _____

Cell Telephone No.: _____

Home Telephone No.: _____

E-mail address: _____

Student Name (if applicable) _____ **Building:** _____

Description of what you will be doing in the building: _____

Name of employee who you will be working with: _____

PA resident for past ten years: Yes: _____ No: _____

I have been convicted of a crime: Yes: _____ No: _____ **If Yes, explain:** _____

Building Administrator Signature: _____ **Date:** _____

I have received and reviewed a copy of the Claysburg Kimmel School District Volunteer Policy 916. I understand the procedures and responsibilities as a volunteer, and I agree to abide by them.

Volunteer Print Name

Volunteer Signature

Date

CLAYSBURG KIMMEL SCHOOL DISTRICT
531 Bedford Street
Claysburg, PA 16625
Phone (814) 239-5141; Fax (814) 239-5896
www.cksdbulldogs.com
GUEST VOLUNTEER APPLICATION
(Guest Volunteer)

PERSONAL DATA

Name: _____

Date: _____

Address: _____

Home Telephone: _____

Cell Telephone: _____

E-mail Address: _____

BACKGROUND

CURRENT EMPLOYMENT:

COACHING/YOUTH EXPERIENCE:

REFERENCES:

Name / Title	Address / Telephone Number
1.	
2.	
3.	

Signature of Applicant

Date

Checklist of Required Items

_____ Current Act 34 Clearance (Criminal Background) <http://www.psp.pa.gov/Pages/default.aspx>

_____ Current Act 151 Clearance (Child Abuse) <http://www.compass.state.pa.us/cwis/public/home>

_____ Current FBI Clearance if volunteer has not lived in PA for at least 10 years <https://www.identogo.com/>

_____ **Affidavit**

_____ TB Test (within 3 months of approval)

_____ Act 126 (Mandated Reporters of Child Abuse Training)

_____ **Volunteer Disclosure**

GUEST VOLUNTEER ACKNOWLEDGEMENT

1. I understand that this is not a paid position through the Claysburg-Kimmel School District and that I will not be considered an employee of the District.
2. I understand that I am subject to District supervision while I am a volunteer.
3. I understand that the District may terminate my volunteer services at any time.
4. I agree to abide by all District School Board Policies available on BoardDocs, including but not limited to Policy 916: <https://go.boarddocs.com/pa/clay/Board.nsf/Public>

Volunteer Name (print) _____

Volunteer Signature _____

Date _____