

REQUIRED PAPERWORK FOR VOLUNTEERS

Volunteers play a vital role in supporting the staff, students, and programs of our schools in the School District of Upper Dublin (UDSD). Thank you for your interest in volunteering at UDSD.

You are considered a volunteer if you are coming in to any school building for more than the purposes of a one time presentation under a teacher's supervision or dropping something off in the main office. Volunteer's interact with students and move beyond the main office into the halls and participate in the daily activities of the students.

On October 22, 2014, Act 153 of 2014 was signed into law. This new law changed background check requirements for employees, contractors and volunteers. This law requires action on your part in order to remain or become a volunteer at UDSD. All employees, contractors and volunteers are required to obtain new clearances (child abuse history, state and federal criminal history checks) every 5 years (60 months).

If you are interested in becoming a volunteer, please be advised the following paperwork will be required before you are able to begin volunteering in the District.

Once the paperwork listed below has been completed please do the following:

Retain copies for your records

Send copies to the UDSD Human Resources Office through one of the following methods:

1. Scan and email to volunteer@udsd.org (we do not need to see original forms as they can be verified online)
2. Mail copies to 1580 Fort Washington Avenue, Maple Glen, PA 19002 (Attention: HR)
3. Stop in the HR office at the address above to drop off copies

Once all appropriate paperwork has been received and verified by Human Resources your name will be added to a list of active volunteers. This list is updated and provided to all school's central office staff who can verify that you are eligible to volunteer in any UDSD building.

The following must be received prior to being cleared to volunteer:

- **Volunteer Application**: All volunteers shall be required to complete the Volunteer Application. Additionally, all volunteers should read **Policy 916 (Volunteers) which can be found by clicking here**.
- **Act 34**: PA State Police Clearance (*to be updated every 5 years*)
 - You can apply online and you will receive results immediately
 - Print and retain the receipt containing the control number
 - There is **no cost** for this clearance for volunteers
 - This clearance needs to be dated within one year of start date
- **Act 151**: Child Abuse Clearance (*to be updated every 5 years*)
 - Create an account on the Child Welfare Portal or login if you have already done so.
 - Read all information, create a Keystone ID (unless you already have one assigned) and complete all requested information.
 - There is **no cost** for this clearance for volunteers
 - You will receive an email confirmation and you are able to view the status at anytime by logging in.
 - This clearance needs to be dated within one year of proposed start date
- **Act 114**: FBI Fingerprint (*to be updated every 5 years*)
 - Volunteers are exempt from this requirement if they have resided within PA consecutively for the past 10 years
 - Volunteers who have **not** resided within PA for the past 10 years must complete.
 - Enter your service code (1KG6XN for District Employment, 1KG6Y3 for Volunteering)
 - Complete registration process Select a location and appointment time
 - Print the pre-enrollment form to take to your appointment with a check, money order or credit card.