

Rockwood Area School District

Guidelines and Requirements for Volunteers

Guidelines:

The Rockwood Area School District requires all prospective volunteers to complete and submit a volunteer application and to provide all required certifications and documents as outlined below.

- The names of all *position* volunteers shall be submitted for approval by the Board of Directors.
- The names of all *guest* volunteers shall be submitted for approval by the building principal or designee.

Classifications of Volunteers:

- **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 advisors, recess or library aides, etc.
- **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,” etc.

Position Volunteer Requirements:

- Complete volunteer application
- Obtain Board approval
- Provide PA Child Abuse History Clearance (Act 151 – PA Child Line)
- Provide Criminal Record Check Clearance (Act 34 – PA State Police)
- Complete FBI Disclosure Statement (if volunteer has been a resident of PA during the entirety of the previous ten-year period). If a volunteer has **NOT** been a resident of PA during the entirety of the previous ten-year period, the volunteer must submit a Federal Criminal History Report (FBI fingerprinting clearance). Board approved volunteers must now obtain a volunteer Service Code from the Pennsylvania Department of Human Services (DHS) in order to complete a Volunteer FBI Background Check. For information on how to obtain a volunteer Service Code and register for an appointment to be fingerprinted, please refer to the [FBI Fingerprinting Instructions for School Volunteers](#).
- Submit results of a Tuberculosis Test, if the volunteer will have direct contact with students ten or more hours/week.
- Complete form PDE 6004 – Arrest/Conviction Report
- Complete training on Recognizing and Reporting Child Abuse – Act 126

Guest Volunteer Requirements:

- Complete volunteer application
- Obtain approval by building principal

**** APPROVAL AND RECEIPT OF ALL PAPERWORK IS REQUIRED
PRIOR TO BEGINNING SERVICE AS A VOLUNTEER**