

# CENTENNIAL SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: September 12, 2017

REVISED:

## 916-AR-0 VOLUNTEER DISCLOSURE FORM

### **Section 1. Personal Information**

In accordance with Policy 916, all volunteers must have a Volunteer Disclosure Form on file with the Human Resources Department. Please complete the following information, and return it to the Human Resources Department, with applicable clearances, via email ([volunteer@centennialsd.org](mailto:volunteer@centennialsd.org)), fax (215-347-1386) or mail/in-person (Administration Building, 48 Swan Way, Warminster, PA 18974)

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name of Child:** \_\_\_\_\_ **School:** \_\_\_\_\_ **Graduation Year:** \_\_\_\_\_

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**Select School(s):**  Davis Elementary  McDonald Elementary  Willow Dale Elementary  
 Klinger Middle  Log College Middle  William Tennent High

**Description of volunteer or chaperone position assignment:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of district/school employee(s) with whom you will be volunteering, if applicable:**

\_\_\_\_\_

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## Section 2. Required Documentation

Volunteers, as defined in Policy 916, are required to obtain the following:

- 1. Act 114 FBI Criminal History Report** (<https://uenroll.identogo.com/>)
  - The Service Code for Pennsylvania PDE Volunteer is: 1KG6Y3.
  - Two-Step Process:
    - a) Register and pay online, and schedule fingerprinting appointment. Print registration receipt with PAE number. PAE number must be provided.
    - b) Visit fingerprinting site to have your fingerprints submitted to the Human Resources Department electronically.
- **Act 151 Child Abuse History Clearance** (<https://www.compass.state.pa.us/cwis/public/home>)
- **Act 34 State Police Criminal History Report** (<https://epatch.state.pa.us/Home.jsp>)
- **TB Test – required for those persons in direct contact with students 10 or more hours/ week** ([Click here for form required for employees having direct contact with students ten \(hours\) or more per week](#))

**Check one of the following:**

- I will have direct contact with students ten (10) hours or more per week;
- I will have direct contact with students less than ten (10) hours per week;

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## Section 3. Attestation

- I have been provided a copy of Board Policy No. 916. Volunteers.
- I have been designated as a Volunteer, in accordance with Board Policy No. 916. Volunteers.
- I understand that if I am in direct contact with students ten (10) or more hours per week, I am required to obtain a TB test. If I am in direct contact with students less than ten (10) hours per week, I am not required to obtain a TB test; however, I understand that I have the affirmative obligation to notify the Human Resources Department if my hours should increase to ten (10) or more hours per week.
- As a volunteer to the Centennial School District, I understand that I am **not an employee** and will not receive any monetary compensation for the work that I perform.
- I agree to follow all safety rules and all instructions from my supervisor. I understand that if I do not follow such rules and/or instructions, I may be terminated as a district volunteer without formal or due process proceedings.
- I understand that in the course of volunteer service with the Centennial School District, I have a responsibility to maintain the confidentiality of any employee or student information that I may have available to me in any form. I understand that it is my responsibility to assure rights and confidentiality of information, both written and verbal. I understand that in the performance of my duties, I am not to discuss academic or other confidential information regarding students or employees with anyone. Any breach of confidentiality will be carefully reviewed and, if substantiated, could result in termination of volunteer involvement with the school district, and may result in legal action.
- I understand that I have the affirmative obligation to notify the Human Resources Department in writing if I am arrested or convicted of an offense that would constitute grounds for denying

participation in a program, activity, or service, or is named a perpetrator in a founded or indicated report, no later than 72 hours after the arrest, conviction, or notification. A volunteer who willfully fails to disclose this information commits a misdemeanor of the third degree and shall be subject to discipline up to and including termination or denial of a volunteer position.

- My signature below indicates that I understand the conditions stated above, that I have been provided the above-mentioned policy, that I will follow all applicable rules, procedures, policies and instructions, and that all information provided by me is true. I have read and understand the policy and that I hereby agree to comply with and be bound by policy.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

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#### **Section 4. Report of Arrest or Conviction**

- By checking this box, I report that I have been arrested for or convicted of an offense enumerated under 24 P.S. §1-11 (e) ("Reportable Offense(s). See page 4 for a list of Reportable Offenses. If you have none to report, proceed to Section 5 of this form.

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#### **Details of Arrest(s) or Conviction(s)**

For any arrest or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the crime for which you have been arrested or convicted, the date and location of arrest and/or conviction, and the applicable court.

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#### **Section 5. No Arrest or Conviction**

- By checking this box, I state that I have never been arrested for or convicted of any Reportable Offense.

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#### **Section 6. Certification**

By signing this form, I certify under the penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa. C.S. §4904, relating to unsworn falsification to authorities.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

## LIST OF REPORTABLE OFFENSES

A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:

- (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:
  - Chapter 25 (relating to criminal homicide)
  - Section 2702 (relating to aggravated assault)
  - Section 2709.1 (relating to stalking)
  - Section 2901 (relating to kidnapping)
  - Section 2902 (relating to unlawful restraint)
  - Section 2910 (relating to luring a child into a motor vehicle or structure)
  - Section 3121 (relating to rape)
  - Section 3122.1 (relating to statutory sexual assault)
  - Section 3123 (relating to involuntary deviate sexual intercourse)
  - Section 3124.1 (relating to sexual assault)
  - Section 3124.2 (relating to institutional sexual assault)
  - Section 3125 (relating to aggravated indecent assault)
  - Section 3126 (relating to indecent assault)
  - Section 3127 (relating to indecent exposure)
  - Section 3129 (relating to sexual intercourse with animal)
  - Section 4302 (relating to incest)
  - Section 4303 (relating to concealing death of child)
  - Section 4304 (relating to endangering welfare of children)
  - Section 4305 (relating to dealing in infant children)
  - A felony offense under section 5902(b) (relating to prostitution and related offenses)
  - Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
  - Section 6301(a)(1) (relating to corruption of minors)
  - Section 6312 (relating to sexual abuse of children)
  - Section 6318 (relating to unlawful contact with minor)
  - Section 6319 (relating to solicitation of minors to traffic drugs)
  - Section 6320 (relating to sexual exploitation of children)
- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."
- (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
  - The United States; or
  - one of its territories or possessions; or
  - another state; or
  - the District of Columbia; or
  - the Commonwealth of Puerto Rico; or
  - a foreign nation; or
  - under a former law of this Commonwealth.

A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:

- (1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
- (2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.
- (3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.

PDE-6004

ADMINISTRATIVE REGULATION

# CENTENNIAL SCHOOL DISTRICT

APPROVED:

REVISED:

## 916-AR-1. CO-CURRICULAR VOLUNTEER AGREEMENT

Intending to be legally bound hereby, the parties hereto agree as follows:

NAME: \_\_\_\_\_

VOLUNTEER ROLE: \_\_\_\_\_

SPORT/ACTIVITY: \_\_\_\_\_

SEASON: \_\_\_\_\_

BUILDING: \_\_\_\_\_

SCHOOL YEAR: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

This agreement is entered into voluntarily by and between [insert name] (“Volunteer”) and the Board of Education of the Centennial School District (the “District”). Volunteer, of her/his own free will, desires to volunteer her/his services and time as [insert extra duty description] (the “volunteer services”) during the \_\_\_\_\_ season, which begins on \_\_\_\_\_ and ends after the season. If in a volunteer coaching position, the season ends after the final competition of the team’s season, regardless of how far the team advances beyond the regular season schedule. There is no promise of re-appointment to any position. The Volunteer serves at the pleasure of the District and must re-apply each year. The District may terminate the services volunteered by the Volunteer at any time, with or without advance notice, and with or without reason.

Volunteer understands, agrees, and acknowledges that the reasons she/he is performing the volunteer services are only civic and charitable as a result of his/her desire to contribute to the community and be of service to the students of the School District. Volunteer understands, agrees, and acknowledges that she/he is performing the volunteer services without assurance, expectation, or receipt of any form of compensation, benefits, or other remuneration. Volunteer agrees that she/he is offering her/his volunteer services freely and without coercion, direct or implied, from the District, from her/his supervisor(s), or from any employee of the District. Volunteer acknowledges, understands, and agrees that the volunteer services are not in any way demanded or made mandatory by the District.

Volunteer will receive a nominal fee for the volunteer services in the amount of \$\_\_\_\_\_ at the end of the season. The payment will be at the end of the season. Volunteer will be paid this nominal fee regardless of the team’s success or the amount of time the Volunteer devotes to team-related activities. This nominal fee is not a substitute for wages. This nominal fee is not based on

the length of the season or the number of competitions in which the team competes. Volunteer is not obligated to record or report the amount of time spent volunteering for the District.

If also an employee of the District, Volunteer understands, agrees, and acknowledges that the volunteer services are not being performed in the course and scope of her/his regular employment at the District. Volunteer understands, agrees and acknowledges that the volunteer services do not involve the same or similar type of services that Volunteer performs as an employee of the District. Volunteer further understands, agrees and acknowledges that the volunteer services are not closely related to her/his duties and responsibilities as an employee of the District

Volunteer understands that she/he may, from time to time, spend her/his own money related to his work with the team. Volunteer understands that the District does not separately reimburse volunteers for such expenses.

Volunteer agrees that his/her participation as a Volunteer for the District may be terminated by either party to this agreement at any time, with or without cause. This agreement shall terminate automatically upon termination or non-renewal of regular employment with the District. Volunteer agrees that she/he may withdraw from participation as a volunteer at any time for any reason and that such withdrawal will not affect her/his continued employment with the District.

\_\_\_\_\_  
VOLUNTEER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DIRECTOR OF HUMAN RESOURCES

\_\_\_\_\_  
DATE

cc: Volunteer, School, Human Resources