



West Perry School District

District Office
2606 Shermans Valley Road
Elliottsburg, PA 17024

(717)789-3934

Thank you for expressing an interest in supporting our schools by volunteering!

The school district has two levels of unpaid volunteers: Non-Supervising and Supervising.

Non-Supervising Volunteers: will work directly under the supervision and direction of a teacher or administrator employed by the district. Non-Supervising volunteers will not have unsupervised contact with students.

Supervising Volunteers: will work under the general direction and supervision of a teacher or administrator employed by the district. Supervising volunteers may from time to time have a reasonable expectation to supervised contact with students. **Requires several documents to be submitted with application. (see red below)**

To be approved as a volunteer, please submit the following documents for review.

All submitted documents must be dated within 12 months of application.

| | Non-Supervising Volunteer | Supervising Volunteer | Fee |
|--|-----------------------------------|--|--------------|
| West Perry Volunteer Application | <input type="checkbox"/> Required | <input type="checkbox"/> Required | |
| PA Criminal History Clearance/Act 34 Cost | n/a | <input type="checkbox"/> Required | Volunteer-No |
| Website: https://epatch.pa.gov/home | | | |
| PA Child Abuse History Clearance/Act 115 Cost | n/a | <input type="checkbox"/> Required | Volunteer-No |
| Website: https://www.compass.state.pa.us/cwis/public/home | | | |
| FBI Criminal History Certification/Act 114 | n/a | <input type="checkbox"/> Required | \$24.25 OR |
| Website: https://uenroll.identogo.com service code: 1KG6XN | | OR - Unpaid Volunteer Affidavit – must have lived in Pennsylvania for the past 10 consecutive years | |
| TB Test/results | n/a | <input type="checkbox"/> Required | Varies |

All fees are the responsibility of the volunteer. Clearances: apply through the PA Department of Education link

Please submit all documents the West Perry School District, Administrative Office, 2606 Shermans Valley Road, Elliottsburg, PA 17024. If you have additional questions, please feel free to call at (717) 789-3934 extension 5500.

What happens after your application is submitted?

- Your application and supporting documentation is reviewed by Superintendent
- Superintendent will
 - recommend your name for approval to the West Perry School Board
 - OR, if not recommended to West Perry School Board, applicant will receive notice.
- All applicants who receive Board approval will receive a notice of approval.

To maintain volunteer status from year to year.

- All volunteers are required to sign in and out at the building on the “Volunteer Log In” sheet. A volunteer must log at least one volunteer activity per school year to remain active and available to be approved the following year.

Certifications shall be renewed, 1) continuous service, every five (5) years; 2) break in service, the volunteer will be required to submit updated certifications that are dated within 12 months of application.

The West Perry Board Policy is available on the District Website: <http://westperry.org>. Please select School Board tab, drop down menu “Board Policy”, drop down menu “900 Community”, Page 2 – 916 School Volunteers and Chaperones.

The screenshot shows the West Perry School District website. The header is green with the district logo and name. A navigation menu is visible, and a dropdown menu for "Board Policies" is open, showing a list of policy categories. Below the menu is a banner image of a school building. A row of circular icons represents various services. The "RECENT NEWS" section is partially visible, showing information for Blain Elementary School.

West Perry School District
717-789-3934

Home News Calendar District Services School Board Community Parents Staff Employment

Meeting Schedule
Meeting Agendas
Meeting Minutes
Board Policies

- 000 Local Board Procedures
- 100 Programs
- 200 Pupils
- 300 Employees
- 600 Finance
- 700 Property
- 800 Operations
- 900 Community

900 Community

Athletics Board Meeting Facebook Food Services Parent Portal Meeting Manual Staff Directory Student Registration Transportation

RECENT NEWS

W.P.S.D. Campuses
Blain Elementary School
Phone: 717-536-3219

http://www.westperry.org/school_board/board_policies/900_community

West Perry School District

Unpaid Volunteer Application

| Contact Information | |
|-----------------------|--|
| Name | |
| Street Address | |
| City, State, Zip Code | |
| Primary Phone | |
| Work Phone | |
| E-Mail Address | |
| Volunteer Level | |

Non-Supervising Supervising

Availability and Building (check all that apply)

During which hours are you available and in which building(s) would you like to volunteer?

| | | |
|------------------------------------|---|--|
| | Elementary: | Secondary: |
| <input type="checkbox"/> Morning | <input type="checkbox"/> Blain | <input type="checkbox"/> Middle School |
| <input type="checkbox"/> Afternoon | <input type="checkbox"/> Carroll | <input type="checkbox"/> High School |
| <input type="checkbox"/> Evening | <input type="checkbox"/> New Bloomfield | |

Volunteer Interest (check all that apply)

Tell us in which areas you are interested in volunteering

| | |
|--|---|
| <input type="checkbox"/> Athletic Coaches | <input type="checkbox"/> Trip - Band Chaperone |
| <input type="checkbox"/> Field Trips | <input type="checkbox"/> Trip - Travel - Chaperone |
| <input type="checkbox"/> Office Assistant | <input type="checkbox"/> Trip - Senior Trip - Chaperone |
| <input type="checkbox"/> Other: Please Specify _____ | <input type="checkbox"/> Tutor |

Additional Information

Have you ever volunteered in the West Perry School District before?

Yes, please provide Where: _____ When: _____
 No

Do you have a child attending West Perry School District?

Yes, please provide School _____ Grade _____
 No

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete and that I have read the volunteer policy 916. I understand that if I accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

APPLICATIONS ARE DUE TO THE DISTRICT OFFICE BY 1:PM THE MONDAY PRIOR TO EACH BOARD MEETING

| | |
|----------------|--|
| Name (printed) | |
| Signature | |
| Date | |

Person to Notify in Case of Emergency

| | |
|-----------------------|--|
| Name | |
| Street Address | |
| City, State, Zip Code | |
| Primary Phone | |
| Work Phone | |
| E-Mail Address | |

District Statement

It is the policy of West Perry School District to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age or disability.

Requests to serve as a volunteer must be approved annually.

SUPERVISING VOLUNTEERS, are required to submit the following clearances **with application**:

- Act 34 - Pennsylvania Criminal History Certification. (dated within one year of application)
- Act 115 - Pennsylvania Child Abuse History Certification. (dated within one year of application)
- Act 114 - FBI Criminal History Certification or Affidavit Section 6344.2 (b.1) permits an exception related to the federal background check. *Or, In lieu of the FBI Criminal History Certification*, prospective unpaid volunteers that have been a resident of Pennsylvania during the entirety of the previous ten-year period, may complete the West Perry School District Volunteer Affidavit.
- Results of a TB test, dated within one year of the volunteer application.

Thank you for completing this application form and for your interest in volunteering with us.

For District Use Only

| | |
|----------------------------|--|
| Teacher/Coach/Advisor | |
| Athletic Director | |
| Principal | |
| Superintendent | |
| School Board Approval | |
| Act34 Clearance | |
| Act 151 Clearance | |
| Act 115 Clearance | |
| TB test | |
| Mandated Reporter Training | |