

Steps for Becoming a School District of Borough of Morrisville Volunteer, Student Teaching, Practicum, Clinical Fieldwork, etc.

School District of Borough of Morrisville is fortunate to have supportive family and community members who give their valuable time and talents within our schools and in a vast variety of activity settings. Our students benefit from your volunteer service every day!

Individuals requesting any of the above with the School District of Borough of Morrisville are required to send a letter/email describing their request as described in Part 1 below, as well as have current clearances as described in Part 2 below. Please note that all parts must be completed before a candidate can begin volunteering, student teaching, etc.

PART 1 - PLACEMENT:

Please send an introductory letter/email in which you introduce yourself and describe your request. Include the following information and send it to the Human Resources Department:

- Name of the college/university you are attending and what major/program/class this is for,
- Provide your college/university contact information: name, phone number and email address,
- How many hours/days/weeks you are requesting and what days/hours work best for you,
- Your deadline for completion,
- Which program or kind of students you would like to be with. Whether you prefer Preschool, Elementary, Middle, or High School, and
- Your phone number and email address where you may be reached.

Our principals will need to evaluate your request to see if we have an appropriate placement. If so, you will be asked to provide clearances listed in Part 2. If you have any questions about the above information, please email the Human Resources Department or call 215-736-8403.

PART 2 – CLEARANCES & MEDICAL REQUIREMENTS:

If you are approved for a placement or class visitation, please provide the following clearances to the Human Resources Department (***all valid within 1 year from the start date for new volunteers, student teaching, etc.***).

1. ACT 34 (*PA State Police Clearance*):
 - a. Apply online at <https://epatch.state.pa.us/Home.jsp>
 - b. Under “Record Check”, click “New Record Check”
 - c. Read disclaimer and click “Accept”
 - d. Fill out registration form and make your payment online (free for volunteers)

- e. Results are usually instant. When you receive your results, click on the link to open the certificate.
 - f. If you need assistance, please contact 888-783-7972
2. ACT 151 (*Child Abuse Clearance*):
- a. Apply online at <https://www.compass.state.pa.us/cwis/public/home>
 - b. Create an account and your Keystone ID (User ID), and complete all requested information.
 - c. Choose the option to have your results emailed and mailed to you.
 - d. Make your payment online.
 - e. Log back into the website to check the status of your clearance. Your clearance will be available via a PDF file on the website.
 - f. If you need assistance, please contact 877-343-0494
3. ACT 114 (*FBI Fingerprint Clearance*):
- a. Register at <https://uenroll.identogo.com/>
 - Employment code: 1KG6XN
 - Volunteer code: 1KG6Y3
 - b. Locate your nearest location and schedule an appointment.
 - c. Fill out/submit registration form.
 - d. Make sure to bring ID and your registration form with you when you get fingerprinted.
 - e. Once you receive your receipt with UEID number, provide a copy to Human Resources Department so that we can look up for official results.
 - f. If you need assistance, please contact 855-845-7434

PDE Form 6004 (*Act 24 Arrest/Conviction Report and Certification*)

§ This form needs to be filled out and signed (the District retains the original of this form).

§ By signing, you are stating that the information provided on this form is correct and complete.

Negative TB Test

§ A negative TB test is also required with the above clearances if volunteering 10 hours or more a week.

Volunteer Affirmation Form

§ Volunteers must also complete this form.

Once you have all of your clearances, contact the Human Resources Department at 215-736-8403 to schedule an appointment prior to engaging in any volunteer activities. Bring your original clearances to your appointment and a clearance memo will be provided by HR upon approval. The respective department or principal will be notified of your approval.

NOTE: Clearances will need to be renewed every 5 years.

SCHOOL BOARD POLICY

Policy No. 916-Volunteers