

What YOU need to do  
Before you volunteer!



## Volunteer Paperwork checklist

Bring the following to your school to Begin Volunteering.  
Altogether, these make up the Volunteer Packet.

- Volunteer Code of Conduct**  
Go to [www.philasd.org/FACE/volunteer](http://www.philasd.org/FACE/volunteer) to read, print, and sign our standards of behavior agreement, called the Volunteer Code of Conduct.
- Child Abuse History Clearance**  
Go to <https://www.compass.state.pa.us/CWIS/Public/Home> to fill out. Find directions on [www.philasd.org/FACE/volunteer](http://www.philasd.org/FACE/volunteer).
- PA State Criminal Background Check**  
Go to <https://epatch.state.pa.us/Home.jsp> to fill out. Find directions on [www.philasd.org/FACE/volunteer](http://www.philasd.org/FACE/volunteer).
- FBI Background Check OR Signed Volunteer Affirmation**  
If you have NOT lived in PA for the past 10 years, go to [www.pa.cogentid.com](http://www.pa.cogentid.com) to obtain an FBI Background Check. If you HAVE lived in PA for the past 10 years, go to [www.philasd.org/FACE/volunteer](http://www.philasd.org/FACE/volunteer) to print and sign the Volunteer Affirmation.
- Certificate of Volunteer Orientation Completion**  
You have 45 days from your volunteer start date to complete our Orientation, either online or in-person. Go to [www.philasd.org/FACE/volunteer](http://www.philasd.org/FACE/volunteer) to find both options.

**Bring your completed Volunteer Packet to the Main Office at your School!**

Questions? Need Assistance?  
215-400-4180, Option #6 | [volunteer@philasd.org](mailto:volunteer@philasd.org)