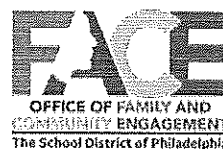


What you need to do
before you volunteer!



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 to read, print, and sign our standards of behavior agreement, called the Volunteer Code of Conduct.



Child Abuse History Clearance

Go to <https://www.compassstate.pa.us/CWIS/Public/Home> to fill out. Find directions on 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.



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 to obtain an FBI Background Check. If you HAVE lived in PA for the past 10 years, go to 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 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



Volunteer Code of Conduct

In order to volunteer in the School District of Philadelphia, applicants are required to submit background clearances, complete a Volunteer Orientation, and agree to the following Volunteer Code of Conduct:

1. I will sign in at the school's main office immediately upon arrival.
2. I will follow the directions of the building administrators, teachers, and/or appropriate staff members.
3. I agree to conduct myself in a professional, respectful manner at all times. I understand that the volunteers are role models for students, and will conduct myself accordingly.
4. I understand that I am responsible for following the policies and procedures of the School District of Philadelphia. I understand that SDP has a strong commitment to diversity and inclusion of all students. I will uphold those policies and values while volunteering. I will not share my personal or political views with students while volunteering. If I have any questions about this, I will ask the teacher or principal.
5. I will share with teachers and/or school administrators any concerns that I may have related to student welfare and/or safety.
6. I will use only adult bathroom facilities.
7. I will not possess weapons of any type while on school property or during school events off premises.
8. I will not possess or use tobacco or any nicotine-related products and will not possess or be under the influence of alcohol, marijuana, or illegal drugs on school property or during school events off premises.
9. I understand that in the course of volunteering, I may learn private or sensitive information about students, families, or staff. I agree to maintain confidentiality outside of school. I will not share information that I learn about students or staff with anyone except to carry out my volunteer duties and as outlined in this code of conduct.
10. I agree to avoid exploiting or unduly influencing a student into engaging in an illegal or immoral act or any other behavior that would subject the student to discipline for misconduct, whether or not the student actually engages in the behavior.
11. I agree not to engage in sexual harassment of students, other volunteers, or school employees. I will avoid having inappropriate contact with any student, whether or not on school property, which includes all forms of sexual touching, sexual relations, or romantic relations, any touching which is unwelcome by the student or inappropriate given the age, sex, and maturity of the student. I will refrain from touching or hugging students, even if the student instigates the physical contact.
12. I agree to notify immediately the Security Services Department if I am arrested for a misdemeanor or felony sex, drug, assault, or weapon related offense.

I agree to follow this code of conduct, the general standards of professional conduct, and maintain confidentiality. I understand that volunteering is a privilege, not a right. I understand that failure to comply is grounds for immediate suspension or permanent revocation of my volunteer privileges.

NAME (PRINT): _____ DATE: _____

EMAIL: _____ PHONE NUMBER: _____

SIGNATURE: _____

FOR PRINCIPAL/ADMINISTRATOR USE ONLY

I certify that the Volunteer Packet of the above listed individual is complete; that I have reviewed the background clearances and determined that there are no offenses or the offenses listed do not prohibit the individual from volunteering; and that this individual may begin volunteering in my school building on the date that I have written below.

PRINCIPAL/ADMINISTRATOR NAME: _____

PRINCIPAL/ADMINISTRATOR SIGNATURE: _____ DATE: _____

Fill Out the Child Abuse History Clearance

Cost: FREE for volunteers!

Access online: <https://www.compass.state.pa.us/CWIS/Public/Home>

Directions:

1. Go to <https://www.compass.state.pa.us/CWIS/Public/Home>.
2. Click "Create Individual Account." Note: **You will need an email address to create this account.**
 1. *If you already have an account, click "Individual Login" to access your clearances or request updated clearances.*
3. Click "Next." You will be prompted to create a "Keystone ID" of your choosing, and you will need to fill out your contact information and select security questions.
4. Click "Finish." An email with a temporary password will be sent to you.
5. Return to <https://www.compass.state.pa.us/CWIS/Public/Home> and select "Individual Login."
6. Select "Access My Clearances."
7. Sign-in to your account by entering your Keystone ID (username) and temporary password.
 1. You will be prompted to enter a new password of your choosing. This will become your permanent password.
8. You will be taken back to the Log-in page and asked to log-in again with your Keystone ID (username) and new permanent password.
9. Select "I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions" and then click "Next."
10. Select "Create Clearance Application."
11. On the "Application Purpose" page, select the first option, "Volunteer Having Contact with Children."
 1. You will be prompted to choose a Volunteer Category from a dropdown menu. Choose "Other."
 2. In "Agency Name," write "School District of Philadelphia."
12. Fill in your personal information on the "Applicant Information" throughout the next several pages, clicking "Next" at the bottom of each page to continue forward.
13. On the "Application Summary" page, review your information to ensure it is correct, and then click "Next" at the bottom of the page.
14. On the "eSignature" page, select "no," and then check off the box to affirm that the information you have included is correct. Write your name in the box that appears underneath the affirmation statement.
15. On the "Applicant Payment" page, select "no," and then click "Next" at the bottom of the page to submit your clearance application.
16. You will receive an email confirming that your clearance application has been received. You will then receive an email notification of the clearance results within 14 days of this submission.

Fill Out the PA State Criminal History Check

Cost: FREE for volunteers!

Access online: <https://epatch.state.pa.us/Home.jsp>

Directions:

1. Go to <https://epatch.state.pa.us/Home.jsp>
2. Click on "New Record Check."
3. Scroll to the bottom of the page and check off the "Volunteer Acknowledgement Section" to indicate that you agree to the terms and conditions. Then click "Accept."
4. Fill out the Personal Information section:
 1. For "Volunteer Organization Name," write *School District of Philadelphia*.
 2. For "Volunteer Organization Telephone Number," write 215-400-4180.
 3. Fill in the remaining boxes with your personal contact information. Once you finish, click "Next."
5. Click "Proceed."
6. Fill in the Record Check Request Form with your personal information. Please note: You are NOT required to include your Social Security Number, but doing so will allow you to receive your results more quickly.
7. Click "Enter This Request."
8. Click "Finished."
9. On the Record Check Request Review page, click "Submit."
10. Once the page loads, click the number under "Control #" in order to retrieve a receipt of the Criminal History Clearance.
11. Click the link that says "Certification Form." Either print the form now or download it as a PDF by clicking "Save."

No Email? No Problem!

- Print and fill out a paper version of the clearance. Download here.
- Ask your Family Engagement Liaison for assistance.
- Come to our Parent and Family Resource Center at 440 N. Broad Street for assistance.



VOLUNTEER AFFIRMATION

Please read and sign this form if you **HAVE** lived in the state of Pennsylvania for the past 10 years.

Required by the Child Protective Service Law
23 Pa.C.S. §6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and AM NOT required to obtain a clearance through the Federal Bureau of Investigation, as:

- the position I am applying for is unpaid; and
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
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 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
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)
Section 5902(b)	(relating to prostitution and related offenses)
Section 5903(c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current clearances obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of clearances shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position. I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my clearances.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: _____ Signature: _____

Date: _____

Complete the Volunteer Orientation

All volunteers will need to complete a Volunteer Orientation within 45 days of beginning to volunteer. This also applies to those who have volunteered in the district in previous years and did not complete a Volunteer Orientation. Volunteers have the option of completing a virtual Volunteer Orientation by taking our online webinar. Orientations also take place in-person at the School District of Philadelphia's Central Office or at their school (dates for the 2018-19 school year coming soon).

The Volunteer Orientation will cover general information about volunteer expectations and policies. Participants will also learn the basics of recognizing the signs of child abuse and what to do if a child exhibits these signs.

At the end of the Volunteer Orientation, participants will receive a Certificate of Completion. The Orientation takes approximately 45 minutes to complete.

Volunteer Orientation Options

Web Based Orientation

COMPLETE A WEB BASED ORIENTATION SESSION

School Based Orientation

In-School Volunteer Orientation Dates Coming Soon!

7

**Print All Required
Volunteer
Paperwork**

8

**Submit All
Paperwork to Your
School**