

THE PATH TO BECOMING A SCHOOL VOLUNTEER

Step 1

Identify a volunteer opportunity at a District school. If you'd like to let a school know you're interested in volunteering, please visit www.philasd.org/face/volunteer and complete the Volunteer Application, which will ask questions about your interests and skills.

Step 2

Obtain the necessary clearances. The safety of our students is our top priority, so we require all adult volunteers to obtain clearances before they begin volunteering in the school.

See this page to learn more about our requirements.

Step 3

Attend our Volunteer Orientation, either in-person or online. Before volunteering in our schools, you will need to learn about the basics of volunteering and recognizing the signs of child abuse. You can attend the orientation in-person (at 440 N. Broad or at your school), or you can take our online webinar.

Step 4

Once you have completed all necessary clearances and completed our Volunteer Orientation, you should compile all documents and present them to the Main Office in your school. See our Volunteer Paperwork Checklist in this brochure for a complete list of what you'll need to turn in.

**once your
paperwork is submitted
and the Principal signs off,
you can start volunteering!**

questions?

Call 215-400-4180,

Option #6



Contact

volunteer@philasd.org



Visit www.philasd.org/face/volunteer to
find more helpful information!



THE SCHOOL DISTRICT OF
PHILADELPHIA



Welcome!

We greatly value our volunteers, and we are so excited for you to share your special talents and time with our students! Thank you for your service.

WHO NEEDS CLEARANCES?

Any adult who wants to volunteer in the School District of Philadelphia needs to have the following clearances on file. A **"volunteer"** is an individual that provides a free service and will be responsible for a child's welfare or will have direct contact with student on a regular and repeated basis and/or have unsupervised contact with students.

Visitors—people who come into the school for meetings or special events and are supervised by school personnel—do not need to have clearances on file.

In asking for clearances, the School District of Philadelphia is not trying to deter families from being involved in their child's school, rather, we are abiding by Pennsylvania state law and creating the safest environment possible for our students.

WHICH CLEARANCES DO VOLUNTEERS NEED?

1) Volunteer Code of Conduct - FREE!

Available at www.philasd.org/face/volunteer

2) Child Abuse History Clearance - FREE!

Available at <https://www.compass.state.pa.us/CWIS/Public/Home>

3) PA State Criminal Record Check - FREE!

Available at <https://epatch.state.pa.us/Home.jsp>

4) Choose **ONE** of the following based on whether you have lived in PA for the past 10 years:

If you **HAVE** lived in Pennsylvania for the past 10 years...

Signed Volunteer Affirmation sheet

Available at www.philasd.org/face/volunteer

OR

If you have **NOT** lived in Pennsylvania for the past 10 years...

FBI Background Check with Fingerprinting - \$21.35

Available at <https://uenroll.identogo.com/>

5) Certificate of Volunteer Orientation Completion

Available at www.philasd.org/face/volunteer



Volunteer opportunities vary by school. Examples include, but are not limited to:

Instructional

Provide learning support to students under the direction of teachers or other school staff. Examples:

- Tutoring one-on-one or in small groups
- Mentoring
- Reading support

Administrative

Help staff with tasks outside of the classroom, such as office work, cleaning spaces, and organizing materials. Examples:

- Making copies and stuffing folders
- Providing library assistance
- Sitting at the school's welcome/sign-in desk

Organizations

There are many school-wide volunteer opportunities as well! Examples include:

- School Advisory Council (SAC)
- Home and School Association (HSA)
- Friends Of group

*Clearances required if these individuals will be responsible for a child's welfare or will have direct contact with student on a regular and repeated basis and/or have unsupervised contact with students

Are there examples of when I do not need clearances on file?

Generally, if your duties do not include routine, direct contact and/or supervision of students and you will be supervised by school staff, you do not need clearances. Examples include:

- Back to School Nights
- Parent/Teacher Conferences
- Holiday or Birthday Party Assistance
- School assemblies
- Career Day

Volunteer Paperwork Checklist

Bring all of the following to your school in order to begin volunteering!

- ☒ Volunteer Code of Conduct Agreement
- ☒ Child Abuse History Clearance
- ☒ PA State Criminal Background Check
- ☒ FBI Background Check, **OR** Signed Volunteer Affirmation Sheet
- ☒ Certificate of Volunteer Orientation Completion

Who should I give my paperwork to?

You should bring all of the above paperwork to your school and give it to the school secretary, who will then give it to the principal or Volunteer Coordinator for review. After your paperwork is reviewed, it will be kept on file in a secure storage unit.

When can I begin volunteering?

Building principals will have the final determination regarding individuals who will volunteer or be considered visitors in their respective schools. Once the principal signs off on your Volunteer Code of Conduct Agreement, you can begin volunteering!

Are clearances required for field trips?

Yes, all **field trips** and **chaperone activities** require Volunteer Paperwork to be on file in the school's Main Office. The FACE Office recommends that any volunteer who may be interested in participating in a field trip get their clearances at the beginning of the school year to avoid last-minute delays in processing clearances.

All volunteer forms are available online at:
www.philasd.org/face/volunteer