

This checklist should be used by the building secretaries and kept with the volunteer packet.

Date Packet Given:  
Date Packet Received:

Volunteers: Please include this checklist with your volunteer packet

Building Secretaries: Please make a copy of this checklist for your records



## Volunteer Clearance Checklist

Volunteer Name: \_\_\_\_\_

School: \_\_\_\_\_

**Building Volunteer Packet Includes the Following Information that Must be Completed & Returned to the Building Secretary:**

- Volunteer Application
- Volunteer Registration/Emergency Contact Form
- PA Criminal Clearance provided by Volunteer (must be good within five years)—Act 34
- PA Child Clearance provided by Volunteer (must be good within five years) —Act 151
- Penn Manor Volunteer Affidavit (if not a resident of PA for ten consecutive years need Cogent FBI completed)
- Arrest/Conviction Report (PDE-6004)
- Cogent FBI through the “Department of Education” (only if not a PA resident for ten consecutive years)
- Volunteer Agreement

**Reference Information for Volunteers to Read & Maintain for Their Records (volunteers)**

- Volunteer Manual
- Policy #916—Volunteers
- Policy # 806 – Child Abuse
- Policy #348 –Unlawful Harassment
- Policy #247-Hazing

**Office Use Only:**

- Principal “approves” volunteer packet before sending to Human Resources
- Building Secretary scans volunteer packet to [humanresources@penmanor.net](mailto:humanresources@penmanor.net) mailbox. Originals are maintained at the building level
- HR reviews completed packet of information. HR approves volunteer application & enters on google docs form
- HR emails volunteer and respective building principals of volunteer approval