



Welcome, Volunteers!

The staff and administration wish to express their appreciation to you for assuming an active role in our schools. Your interest, time and energies will enhance the services our schools can provide for all Penn Manor School District students. In your work as a volunteer, it is important to know that our students look to you as role models. We hope you will find personal satisfaction in giving back to our students. There has never been a more exciting time to be a part of the Penn Manor School District education community. Thank you for giving of your time and talents!

Below are some necessary steps you must take in order to be a volunteer with Penn Manor School District, and assist in playing an integral role of helping to shape the lives of our students.

In your packet, you will find our volunteer manual, policies, and instructions for obtaining your clearances. Please take a few minutes of your time to review this information and the expectations that we have for volunteers. Included in your packet are some forms that will need to be completed. They include the following:

- **Volunteer Application**
- **Volunteer Registration/ Emergency Contact form**
- **Penn Manor Volunteer Affidavit**
- **Arrest/Conviction Report**
- **Volunteer Agreement**
- **Approved School Board Policies**

You will also need to complete the following clearances at no cost to you:

- **PA Criminal Clearance**
- **PA Child Clearance**

Instructions for completing the clearances are also located in your packet of information. **Should you not be a resident of Pennsylvania for ten consecutive years, you will need to get fingerprinted and complete a FBI clearance through IdentGO, <https://uenroll.identogo.com>** Should you need to obtain it, there will be a cost of \$22.60 for this clearance. Please note, that all clearances are good for five years. After fifty-seven months, you will be notified that your clearances will be expiring so you can begin the renewal process.

Should you have questions on becoming a volunteer please do not hesitate to contact:

Theresa Chiodi, HR Director at [Theresa.Chiodi@pennmanor.net](mailto:Theresa.Chiodi@pennmanor.net) , 717-872-9500 ext. 2247 or  
Beth Shenenberger, Human Resources at [beth.shenenberger@pennmanor.net](mailto:beth.shenenberger@pennmanor.net) , 717-872-9500 ext. 2231

Thank you again for taking the time to volunteer! We appreciate your commitment and dedication to our students. Your involvement is a critical part of their success.

Rev'd 11/30/16

Rev'd 12/5/17