



DO YOU PLAN ON VOLUNTEERING?

If so, per Pennsylvania state law, all volunteers must have the appropriate clearances on file.

The District requires the following clearances/forms:

1. Pennsylvania Child Abuse History Clearance (Act 151)
2. Pennsylvania State Police Criminal Record Check (Act 34)
3. FBI Federal Criminal History Record (Act 114) (**OR** Volunteers who have resided in Pennsylvania for **ALL** of the past ten years may submit a Volunteer Fingerprint Waiver)
4. Acknowledgement of Volunteer Obligations
5. Volunteer Clearance Form

If you plan to volunteer with anything within the school (parties, field trips, field day, LPEP volunteer, etc.) you **MUST** have **ALL** clearances.

Volunteer Process

Once all clearances are submitted and approved, you are eligible for volunteering at the school events. Please check the district website at www.deerlakes.net/volunteerclearances.aspx for clearance links and forms.

Volunteers are scheduled through LPEP, the classroom teachers and the office as needed.

Only scheduled volunteers are to arrive to volunteer at a given day/time.

Upon arrival at the school building, scheduled volunteers are to report directly to the front entrance of the building. You will then be directed to next steps in receiving your volunteer name badge for the day.

Scheduled volunteers are to remain with their assigned classroom/activity. Volunteers should not be moving throughout the building to visit other staff members or their personal children during the school day. Volunteers are not permitted to eat lunch in the cafeteria.

Acquiring the clearance documents takes time and we recommend that parents planning to volunteer in the schools complete the process as soon as possible. The documents will remain on file with the District and will be good for 5 years at which time new clearances will be necessary.