

Volunteer Requirements

Abington Heights School District

200 East Grove Street
Clarks Summit, PA 18411

As a Volunteer in the Abington Heights School District you will be required to submit the following:

- ✓ A Volunteer Application to **each** school building you will be volunteering at. Once approved, the below certifications are required. Please note that if you are volunteering at more than one school building the documents listed below only need to be submitted once (as they are being archived in the Administration Office). All certifications need to be dated within five years of the application. No individual will be approved to serve as a volunteer if any of the required certifications are evident of any offenses which would preclude such an individual from being employed in the Pennsylvania public schools. All applications and certifications shall be maintained for a period of five years.
- ✓ Act 24 – Arrest/Conviction Report and Certification Form – Please read all instructions before filling in the form. Please note you must provide written notice within 72 hours after a subsequent arrest or conviction for any offenses summarized within Act 24
- ✓ Act 34 – Pennsylvania State Police Criminal Record Check – **FREE FOR VOLUNTEERS** - When you access this site click on “New Record Check (Volunteers only)”. Upon completion, click on “Certification Form” and print your document. This is the way to get your clearance without delay. <https://epatch.state.pa.us/Home.jsp>
- ✓ Act 151 – Pennsylvania Child Abuse History Certification – **FREE FOR VOLUNTEERS** - If you choose to submit via paper, please note your results could be delayed by a few weeks. Please consider submitting your information on-line to speed up the process of obtaining this clearance. <https://www.compass.state.pa.us/cwis/public/home>
- ✓ Abington Heights Waiver Report of Residency Form, if you checked the box confirming you have lived outside of Pennsylvania during the past 10 years. If you lived in PA less than 10 years:
 - Act 114 – FBI Criminal History Record Check - \$23.85
<https://www.identogo.com/locations/pennsylvania> Scroll down and click on “Digital Fingerprinting”. The service code to be entered for school district volunteers is **1KG6Y3**. Click on “Schedule an appointment”. You may click on “Locate an Enrollment Center” to view the closest centers to your location.

After obtaining your clearances, please submit them to the secretary of the Elementary, Middle, or High School building or Athletic office where you are volunteering.

Abington Heights School District

School Building

Administrative Office

200 East Grove Street

Clarks Summit, PA 18411

☐ Middle School

☐ High School

☐ Waverly Elem

☐ Clarks Summit Elem

☐ South Abington Elem

☐ Newton Ransom Elem

PRINCIPAL/DISTRICT USE ONLY

☐ Completed Application

☐ Act 151 - Child Abuse History Clearance

☐ Act 24 - Arrest / Conviction Report and Certification Form

☐ Act 34 - State Criminal Check

☐ Act 114 - FBI Criminal History Record Check or Waiver

✓ Indicates all items are copied and attached.

VOLUNTEER APPLICATION

Applicant's Name:

Student's Name (if applicable):

Activity or Event:

Address:

City, State, Zip:

Home Phone:

Cell Phone:

Work Phone:

Email:

SS# (last 4 digits):

Related Experiences:

Any Information which should be considered when reviewing your application:

Are there any restrictions or conditions of your availability as a volunteer?

My signature below indicates that I have completed this application accurately and truthfully. I understand that misrepresentation of factual information herein is cause for termination as a volunteer with the Abington Heights School District.

Signature: _____ Date: _____

Abington Heights School District

Administrative Office
200 East Grove Street
Clarks Summit, PA 18411

Waiver of Act 114 FBI Criminal History Record Check for person to Volunteer at the Abington Heights School District and have direct contact with children.

GENERAL INFORMATION

Full Legal Name:

Any former names by which you have been identified:

Address:

City, State, Zip:

Date of Birth:

SS# (last 4 digits):

REPORT OF RESIDENCY

- ☐ By checking this box, I report that I have lived outside of Pennsylvania during the past 10 years, therefore I will need to complete the Act 114 FBI Criminal History Record Check.
- ☐ By checking this box, I do hereby attest that:
1. I have been a resident of this Commonwealth during the entirety of the previous ten-year period.
 2. I am not disqualified from service pursuant to 23 Pa.C.S. § 6344(c) or 24 P.S. § 111 (see offenses listed on page 2 hereof) and have not been convicted of an offense similar in nature to those crimes listed in 23 Pa.C.S. § 6344(c) or 24 P.S. § 111 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.

CERTIFICATION

By signing and dating this authorization, I hereby confirm the accuracy of the information provided above.

Signature _____ Date _____

10 Year Resident of Pennsylvania Affidavit

1. An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:
 - a. Chapter 25 (relating to criminal homicide).
 - b. Section 2702 (relating to aggravated assault).
 - c. Section 2709 (relating to stalking).
 - d. Section 2901 (relating to kidnapping).
 - e. Section 2902 (relating to unlawful restraint).
 - f. Section 2910 (relating to luring a child into a motor vehicle or structure).
 - g. Section 3121 (relating to rape).
 - h. Section 3122.1 (relating to statutory sexual assault).
 - i. Section 3123 (relating to involuntary deviate sexual intercourse).
 - j. Section 3124.1 (relating to sexual assault).
 - k. Section 3124.2 (relating to institutional sexual assault).
 - l. Section 3125 (relating to aggravated indecent assault).
 - m. Section 3126 (relating to indecent assault).
 - n. Section 3127 (relating to indecent exposure).
 - o. Section 3129 (relating to sexual intercourse with animal).
 - p. Section 4302 (relating to incest).
 - q. Section 4303 (relating to concealing death of child).
 - r. Section 4304 (relating to endangering welfare of children).
 - s. Section 4305 (relating to dealing in infant children).
 - t. A felony offense under Section 5902(b) (relating to prostitution and related offenses).
 - u. Section 5903(c) or (d) (relating to obscene and other sexual materials).
 - v. Section 6301 (relating to corruption of minors).
 - w. Section 6312 (relating to sexual abuse of children).
 - x. Section 6318 (relating to unlawful contact with minor).
 - y. Section 6319 (relating to solicitation of minors to traffic drugs).
 - z. Section 6320 (relating to sexual exploitation of children).
2. An offense designated as a felony under the act known as The Controlled Substance, Drug, Device and Cosmetic Act (the Act of April 14, 1972 (P.L. 233 No. 64))
3. An offense similar in nature to those crimes listed in paragraphs 1 and 2 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 the Commonwealth of Pennsylvania.

ARREST/CONVICTION REPORT AND CERTIFICATION FORM
(under Act 24 of 2011 and Act 82 of 2012)

Section 1. Personal Information

Full Legal Name: _____

Date of Birth: ____/____/____

Other names by
which you have
been identified: _____

Section 2. Arrest or Conviction

- ☐ By checking this box, I state that I have NOT been arrested for or convicted of any Reportable Offense.
- ☐ By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Page 3 of this Form for a list of Reportable Offenses.

Details of Arrests or Convictions

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

Section 3. Child Abuse

- ☐ By checking this box, I state 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.
- ☐ By checking this box, I report that I have 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.

Section 4. Certification

By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa. C.S. §4904, relating to unsworn falsification to authorities.

Signature

Date

INSTRUCTIONS

Pursuant to 24 P.S. §1-111(c.4) and (j), the Pennsylvania Department of Education developed this standardized form (PDE-6004) to be used by current and prospective employees of public and private schools, intermediate units, and area vocational-technical schools.

As required by subsection (c.4) and (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of said institutions to provide written reporting of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1) and to provide notification of having 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.

As required by subsection (j)(4) of 24 P.S. §1-111, this form also shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after a subsequent arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).

In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity. Please contact a supervisor or the school entity administration office with any questions regarding the PDE 6004, including to whom the form should be sent.

PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.

LIST OF REPORTABLE OFFENSES

- A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:

- (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ Chapter 25 (relating to criminal homicide) ▪ Section 2702 (relating to aggravated assault) ▪ Section 2709.1 (relating to stalking) ▪ Section 2901 (relating to kidnapping) ▪ Section 2902 (relating to unlawful restraint) ▪ Section 2910 (relating to luring a child into a motor vehicle or structure) ▪ 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 3124.2 (relating to institutional sexual assault) ▪ Section 3125 (relating to aggravated indecent assault) ▪ Section 3126 (relating to indecent assault) ▪ Section 3127 (relating to indecent exposure) ▪ Section 3129 (relating to sexual intercourse with animal) ▪ Section 4302 (relating to incest) ▪ Section 4303 (relating to concealing death of child) | <ul style="list-style-type: none"> ▪ Section 4304 (relating to endangering welfare of children) ▪ Section 4305 (relating to dealing in infant children) ▪ A felony offense under section 5902(b) (relating to prostitution and related offenses) ▪ Section 5903(c) or (d) (relating to obscene and other sexual materials and performances) ▪ Section 6301(a)(1) (relating to corruption of minors) ▪ Section 6312 (relating to sexual abuse of children) ▪ Section 6318 (relating to unlawful contact with minor) ▪ Section 6319 (relating to solicitation of minors to traffic drugs) ▪ Section 6320 (relating to sexual exploitation of children) |
|---|---|

- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."

- (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:

- the United States; or
- one of its territories or possessions; or
- another state; or
- the District of Columbia; or
- the Commonwealth of Puerto Rico; or
- a foreign nation; or
- under a former law of this Commonwealth.

- A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:

- (1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
- (2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.
- (3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.