



NAZARETH AREA SCHOOL DISTRICT

Human Resources Department

610-759-1170, ext. 1124

Volunteering at Nazareth Area School District

Dear Parents/Guardians,

The PA Legislature has amended the Child Protective Services Law numerous times over the past year with the most recent changes focusing on clearances for volunteers. Should you be interested in volunteering in any capacity at your child's school, or within the District, you must acquire the appropriate clearances or, by law, you will not be able to serve as a NASD volunteer. Please read the information below and complete all necessary forms in order to comply with the Child Protective Services Law.

Volunteers are defined as an adult individual 18 years of age or older serving in an unpaid position who is responsible for the welfare of one or more children or has direct contact with children through any program, activity, and service sponsored by the district or one of its schools. This includes individuals who regularly assists a paid coach or advisor in a sport or other extra-curricular activity. Anyone fitting into these definitions must obtain the clearances prior to volunteering.

You **DO NOT** need clearances should you be a "visitor" including a parent, close relative, or guardian who visits a classroom, auditorium, other school common area, or private meeting area to make a delivery, attend a sports event or other extra-curricular activity, or one-time speak / participate in sharing information with students under supervision of a school employee.

The District requires volunteers to furnish a copy of their clearance paperwork (which must be dated after August 2011) to Human Resources for inclusion in the district database. Clearances are no longer collected or maintained at individual schools. This is helpful as you will be able to be "cleared" for multiple children/schools by providing one set of clearances to Human Resources. If you submitted your clearances to Human Resources during the 15-16 school year, you do not need to send them again.

Clearances are good for five years from the date issued.

Nazareth Area School District requires the following five (5) documents on file:

1. Volunteer application (Complete and sign)
2. Arrest/Conviction Report and Certification Form / Act 82 (Complete and sign)
3. PA State Police Criminal History Record / Act 34 (Attach copy)
4. PA Child Abuse Clearance / Act 151 (Attach copy)
5. FBI Federal Criminal History Record / Act 114 (Attach copy, if required). Note if you have resided in Pennsylvania for the entire previous ten (10) years and have not been convicted of any of the offenses listed on the Arrest/Conviction Report and Certification Form / Act 82, you may complete the Volunteer Affidavit (Complete and sign if not attaching Act 114).

All information/forms can be found on the District website, under Human Resources, Volunteering at NASD (<http://www.nazarethasd.k12.pa.us/Page/855>). Once all required documents are complete, please bring the original to the District Offices, located at One Education Plaza, Nazareth. A staff member will make a copy of your documents and return the original to you, and the information will be entered into a database for district tracking. Any additional questions/concerns can be made to Human Resources at dlohman@nazarethasd.org.

Thank you for your willingness to volunteer, and your cooperation as we comply with state mandates.

Dennis L. Riker, Ed. D.
Superintendent of Schools

Dana M. Lohman
Human Resources Assistant