

## Volunteering in MTLSD Schools

A **volunteer** is any individual who performs a service for the School District without compensation, remuneration or other consideration and who otherwise meets the requirements of this policy. A volunteer must be at least 18 years of age. A volunteer need not be a parent of a student enrolled in the School District.

- A **casual volunteer** is a volunteer who comes to a school infrequently and works in the presence of a teacher/administrator when with students. A casual volunteer **does not** have direct contact with children and **is NOT REQUIRED to obtain** criminal history reports or child abuse clearances but **IS REQUIRED to obtain** the Volunteer Affirmation on an annual basis. Examples of a casual volunteer include but are not limited to: Individuals who volunteer to assist in the planning or conducting of classroom celebrations; guest speakers; and concert/performance ushers.
- A **program volunteer** is a volunteer who: 1) works under the general direction and supervision of a teacher or administrator employed by the District; and 2) provides direct services to students or may, from time to time, have or may be reasonably expected to **have direct contact** with children. A program volunteer **IS REQUIRED to obtain** PA State Police criminal history report Act 34 (every 5 years), child abuse clearance Act 151 (every 5 years), and FBI Background Check (every 5 years), **or** Volunteer Affidavit (every year). Examples of a program volunteer include but are not limited to: Volunteer tutors; chaperones for student dances and field trips; volunteers who assist on the coaching staff of an athletic team; volunteer equipment managers (excluding School District students serving in those capacities); and choreographers, musicians and other individuals who provide instruction to students in the marching band or school musical.
- Final determination of a volunteer's status is the responsibility of the principal or principal's designee.

### Summary of Volunteer Clearances Requirements:

Casual Volunteer Clearance Requirements:

- ✓ Volunteer Affirmation Signed (every year)

Program Volunteer Clearance Requirements:

- ✓ Act 151 - PA Child Abuse History Clearances (every 5 years)
- ✓ Act 34 - PA State Police Criminal Record Check (every 5 years)
- ✓ FBI Criminal History Check (every 5 years) **OR** Volunteer Affidavit Signed (every year)



Links for more information: <http://www.mtlsd.org/district/hr/employmentrequirements.asp>

## Local Cogent FBI Fingerprint Locations

1. **Allegheny Intermediate Unit 3**  
475 East Waterfront Drive  
Homestead, PA 15120
2. **A Second Chance, Inc**  
8350 Frankstown Avenue  
Pittsburgh, PA 15221
3. **The UPS Store #5971**  
3945 Forbes Ave  
Pittsburgh, PA 15213
4. **The UPS Store #4886**  
5990 University Blvd Suite 12  
Moon Twp, PA 15108

**PLEASE NOTE:** Please register **BEFORE** you arrive for fingerprinting. Registration is available online 24 hours a day seven days per week at [www.pa.cogentid.com](http://www.pa.cogentid.com)  
Telephonic registration through Cogent Systems is available at 1-888-439-2486 Monday through Friday, 8AM to 6PM EST.

## Links for Other Required Clearances

Pennsylvania Child Abuse History Clearance (Act 151)

[http://www.witf.org/support/Child Abuse History Clearance.pdf](http://www.witf.org/support/Child%20Abuse%20History%20Clearance.pdf)

Pennsylvania State Police Criminal Record Check (Act 34)

<http://www.psp.pa.gov/Pages/Request-a-Criminal-History-Record.aspx#.VSWJUvnF-Sq>

## Other Forms

Volunteer Affidavit and Affirmation forms are available in the elementary school offices and must be signed and dated in the presence of the principal or their designee.