

**Clearance Forms Procedures for Volunteers  
September 2008**

All individuals volunteering in any capacity within the Perkiomen Valley School District are **required** to obtain the following clearances:

- Pennsylvania Child Abuse History Clearance
- Criminal Record Check Report

Forms are available, upon request, from the Volunteer Coordinator in each school and/or the main office in each building. Forms can also be downloaded from the websites of the appropriate agencies shown below:

Child Abuse Clearance – [www.dpw.state.pa.us](http://www.dpw.state.pa.us)

Click on General Information, then Forms and Publications, then Pennsylvania Child Abuse History Clearance Forms

Criminal Record Check Report – <https://epatch.state.pa.us>

Click on Submit a New Record Check – This clearance report can be requested and paid for on-line with a credit card.

**PLEASE NOTE:** Purpose of Request should be listed as **School District**, **NOT** Volunteer.

Each applicant/volunteer must follow the steps below to secure the necessary clearance reports.

- ✓ Request clearances listed above, using the appropriate forms.
- ✓ Applicants should use their own name (not PVSD) as the requester name.
- ✓ Send required money order or certified check as indicated on form OR pay by credit/debit card for on-line criminal record check.
- ✓ Submit original clearances to Volunteer Coordinator for copying – YOU SHOULD RETAIN ORIGINALS FOR YOUR FILES.
- ✓ Please do not bring clearance forms to district office. They must go to the Volunteer Coordinator.

**Note:**

- Volunteers who have clearances in their possession for other uses (e.g., teaching Sunday school, Girl Scouts, Boy Scouts) may submit originals to PVSD as long as the form is under one year old. The original form will be copied and handled as above.
- Volunteers DO NOT need to re-apply for clearances as long as they volunteer on a yearly basis.

<b>2008-09 Volunteer Coordinators</b>	
High School	
PVMS East	Diane Dunn, Ruth Macoviak
PVMS West	Carol Ewing
Evergreen	Fran Blackstone
Schwenksville	Dotty Sabol
Skippack	Eileen Bernstein
South	Craig Sell

After receipt of both clearance reports, school volunteers may obtain a voluntary photo ID badge at the District Office. Appointments are available every Wednesday from 2:00 to 4:00 PM. Please call 610-489-8506, extension 1141 (Joanne Heisler) to schedule an appointment for a photo ID badge.