

# Hillview Nursery School

## Volunteer Affidavit

I, \_\_\_\_\_, wish to serve Hillview Nursery School as a volunteer who will be responsible for the welfare of a child and/or will have direct contact with children, as defined by the Child Protective Services Law. I understand that, before I can do so, I must obtain Pennsylvania Child Abuse & Pennsylvania Criminal History clearances to serve in this capacity. I further understand that I must provide the clearances to Hillview Nursery School prior to serving as a volunteer. I recognize that Hillview Nursery School has the right to not allow me to serve as a volunteer based on the clearances received.

Any of the following **disqualifies** a person from serving as a volunteer:

1. **Named** in the Statewide database as the perpetrator of a founded report committed within the five (5) year period immediately preceding;
2. **Convicted** of one or more of the following offenses under Title 18 of the PA Crimes Code or similar Federal law or law of another state:
  - a. Chapter 25 (relating to criminal homicide)
  - b. Section 2702 (relating to aggravated assault)
  - c. Section 2709.1 (relating to stalking)
  - d. Section 2901 (relating to kidnapping)
  - e. Section 2902 (relating to unlawful restraint)
  - f. Section 3121 (relating to rape)
  - g. Section 3122.1 (relating to statutory sexual assault)
  - h. Section 3123 (relating to involuntary deviate sexual intercourse)
  - i. Section 3124.1 (relating to sexual assault)
  - j. Section 3125 (relating to aggravated indecent assault)
  - k. Section 3126 (relating to indecent assault)
  - l. Section 3127 (relating to indecent exposure)
  - m. Section 4302 (relating to incest)
  - n. Section 4303 (relating to concealing the death of a child)
  - o. Section 4304 (relating to endangering the welfare of a child)
  - p. Section 4305 (relating to dealing in infant children)
  - q. A felony offense under section 5902(b) (relating to prostitution and related offenses)
  - r. Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
  - s. Section 6301 (relating to corruption of minors)
  - t. Section 6312 (relating to sexual abuse of children)
  - u. The attempt, solicitation or conspiracy to commit any of the offenses set forth above
3. **Convicted** of a felony offense under the Controlled Substance, Drug, Device and Cosmetic Act, committed within the five (5) year period immediately preceding.

I hereby swear and affirm that I am not disqualified from service as a volunteer responsible for the welfare of a child and/or having direct contact with school children due to conviction(s) of any of the above.

I hereby swear and affirm that I have not been Named in the Statewide database as the perpetrator of a founded report committed within the five (5) year period immediately preceding this date.

**Volunteer:**

I understand that in the course of my volunteer time with Hillview Nursery School that I may become aware of confidential information about specific students, which may include such information as students' academic performance, behavior, health, disabilities and related matters. I understand and agree that I will not disclose such confidential information except to school employees who have a need to know.

I have read, understand, and agree to the information presented above:

\_\_\_\_\_  
Print Name Date

\_\_\_\_\_  
Signature Date

**Witness:**

\_\_\_\_\_  
Print Name Date

\_\_\_\_\_  
Signature Date

**ARREST/CONVICTION REPORT AND CERTIFICATION FORM**  
(under Act 24 of 2011)

**Section 1. Personal Information**

Full Legal Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Any former names  
by which you have  
been identified: \_\_\_\_\_

**Section 2. Report of Arrest or Conviction**

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) ("Reportable Offense(s)"). See Instructions on Page 2 of this Form for a list of Reportable Offenses. If you have none to report, proceed to Section 3 of this form.

**Details of Arrests or Convictions**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 3. No Arrest or Conviction**

By checking this box, I state that I have never been arrested for or convicted of any Reportable Offense.

**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

This standardized form has been developed by the Pennsylvania Department of Education, pursuant to 24 P.S. §1-111(j), to be used by current and prospective employees of public and private schools, intermediate units and area vocational-technical schools for the written reporting by current and prospective employees of any arrest or conviction for an offense enumerated under 24 P.S. §1-111(e).

As required by subsection (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current employees of a public or private school, intermediate unit or area vocational-technical school by December 27, 2011. In addition, as required by subsection (j)(4) of 24 P.S. §1-111, this form shall be utilized by employees to provide written notice within seventy-two (72) hours after an arrest or conviction for an offense enumerated under 24 P.S. §1-111(e) and occurring after September 28, 2011. 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. If you have questions regarding to whom the form should be sent, please contact your supervisor or the school entity administration office.

**PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.**

## LIST OF REPORTABLE OFFENSES

An offense enumerated under 24 P.S. §1-111(e) (a "Reportable Offense") 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:
- 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)
  - 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.



**I am a new volunteer. Can I wait until July 25, 2015, to request a child abuse history clearance?**

Beginning July 1, 2015, all new volunteers must submit clearances prior to the commencement of service.

If you are required to obtain an updated child abuse history clearance and submit your request prior to July 25, 2015, you will be required to pay the \$10 fee.

The Commonwealth's primary goal is to ensure the safety and well-being of Pennsylvania's children. We are working to implement the fee reductions announced by the Governor as quickly as possible while maintaining the integrity of the clearance process and assuring that vital background checks can continue to be performed.

**How often do I need to renew my clearance?**

Beginning July 1, 2015, all volunteers will be required to obtain clearances every 36 months.

If an individual or agency, however, elects to renew all clearances at the same time, the date of the oldest clearance, rather than the most recent, is the date to be used for the renewal date.

**How much do the clearances cost?**

**From now until July 24, 2015:**

- The PSP criminal history clearance costs \$10
- The Child Abuse clearance costs \$10
- The Federal Bureau of Investigation (FBI) federal criminal history clearance costs \$25.75 through the Department of Human Services (DHS)
- The Federal Bureau of Investigation (FBI) federal criminal history clearance costs \$27.00 through the Department of Education (PDE)

**Beginning July 25, 2015:**

- The PSP criminal history clearance costs \$0
- The Child Abuse clearance costs \$0
- The FBI federal criminal history clearance costs \$25.75 through DHS
- The FBI federal criminal history clearance costs \$27.00 through PDE

**Are the Departments of Human Services and Education reducing the fee for the FBI clearance?**

No. The FBI sets the majority of the cost for this fee. The remainder of the fee covers the costs incurred by DHS, PDE, PSP, the vendor which processes the clearance, and the fingerprint location.

**As a volunteer, do I obtain my Federal Bureau of Investigation Criminal History check through the Department of Education or the Department of Human Services?**

The agency under which an applicant should submit their FBI clearance application is based on the agency or organization for which they intend to volunteer.



If the applicant intends to volunteer in a school or at a school related function, they would apply for their FBI clearance through the Department of Education.

If the applicant intends to volunteer with children in any other capacity outside of a school setting or function, such as a group home for children, in a church, as a Little League or soccer coach, etc., they would apply for their FBI clearance through the Department of Human Services.

**I requested a child abuse history clearance prior to July 25, 2015. Am I able to get a refund for the waiving of the cost of the clearance?**

No. Unfortunately, DHS is unable to issue refunds for the payment of child abuse history clearances that were processed before July 25, 2015.

**Will there be a new process to obtain a clearance?**

No. The process to obtain child abuse and criminal history clearances will remain the same. The Child Abuse and PSP clearances will continue to be applied for and paid for electronically. When indicating the purpose of the clearance, the applicant will continue to indicate volunteer.

All necessary instructions and links to apply for these clearances can be found at <http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>.

The PSP website will be altered to reflect the waiving of the fee. In addition, new forms will be available to download from the website.

**Can I use a child abuse history clearance or PSP criminal history I obtained for my volunteer activities for other volunteer activities?**

Yes, any person who obtained their clearances within the previous 36 months may serve in a volunteer capacity for any program, activity or service.

**Can I use a child abuse history clearance or PSP criminal history clearance I obtained for my volunteer activities for employment purposes?**

No. Child abuse history clearances and PSP criminal history clearances obtained for volunteer purposes can only be used for other volunteer activities. Child abuse history clearances obtained for volunteer purposes will indicate that the clearance is to be used for volunteer purposes only.



# MARPLE NEWTOWN SCHOOL DISTRICT

OFFICE OF HUMAN RESOURCES  
36 MEDIA LINE ROAD

NEWTOWN SQUARE, PENNSYLVANIA 19073

FAX: (610) 356-8947

## **1. CHILD ABUSE CLEARANCE**

This CAN now be submitted electronically.

Child Abuse History Clearance Online: <https://www.compass.state.pa.us/CWIS>

Creating an account and submitting your clearance application online will give you immediate access to your results or the status of your results if your results cannot be processed immediately.

Be sure to select '**VOLUNTEER**' from the drop down menu as your reason for submitting, this will waive the fess.

Once you completed the application, you will receive an email that has a link in it. Following that link will take you to your results; you can print that form and turn into Human Resources.

An additional copy will be mailed to the address you put in the application (typically a 2 week turn around).

**Cost: \$0.00**

## **2. PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK INSTRUCTIONS**

Applicants can go to the Pennsylvania Access To Criminal History website and apply for their criminal record check online with the Pennsylvania State Police at: <https://epatch.state.pa.us/Home.jsp>

### **REASON: VOLUNTEER**

Once you complete the application you will be able to print your certificate almost immediately. Click on the words "**Certification Form**," that will take you to your official results, print that document and turn into Human Resources.

If you have questions about the Pennsylvania State Police Request for Criminal Record Checks form (SP4 164), please call: (717) 783-9973 or toll free 1-888-783-7972.

**Cost: \$0.00**