

Fleetwood Area School District

Office of the Superintendent *Memorandum*

Dear School District Volunteer,

Pennsylvania's "Keep Kids Safe" law requires individuals wishing to volunteer in our schools to have clearances on file in the district administration office. These clearances must have been completed within five years.

These clearances include the Act 34 State Police Criminal Clearance and the Act 151 Child Abuse History Clearance. In addition, if you have been a resident of Pennsylvania for the previous ten years, you will need to sign a Fleetwood Area School District Volunteer Affirmation form confirming you have not been convicted of any crime that would disqualify you from volunteering in a public school. If you have not been a resident of Pennsylvania for ten years, you will need to complete a FBI Clearance which requires fingerprinting. The PA Criminal History Clearance and Child Abuse Clearance are free for volunteers. Volunteer clearances may not be used for employment purposes, however, clearances that may have been obtained for employment purposes can be used for volunteering. The FBI fingerprint clearance, if required, is \$24.25. The volunteer is responsible for obtaining the clearances and paying any required fees. **Please note: the district does not receive copies of your clearances from the agencies. It is your responsibility to provide copies of each clearance. The Criminal History Clearance, Child Abuse Clearance, and the Volunteer Affirmation form or FBI clearance must be received prior to being approved as a school volunteer.**

All of the clearance forms and the Volunteer Affirmation form are available in each of the school offices. If you are completing the Volunteer Affirmation form since you have resided in Pennsylvania for the past ten years, please make certain to have someone witness your signature. If your witness is not a Fleetwood Area School District employee, please have the witness print their name and address, in addition to signing and dating the form. Instructions for the FBI clearance, if needed, will be available in each school office.

If you are currently on our volunteer list and are not certain whether you need to update your clearances, please contact my office (610-944-8111 x 1101) so that we may tell you if/when you will need to update them.

I would like to thank you for your understanding and cooperation in complying with this state requirement.

Dr. Greg Miller,
Superintendent