



# Manheim Township School District

## Checklist for Volunteers

Note: This checklist must be completed and turned in with your information to the District Office located at 450 A Candlewyck Rd Lancaster, PA 17601 between the hours of 7:30am – 4:30pm on in-service days. Call (717) 569-8231 ex. 3000 for any questions.

Volunteer Name: \_\_\_\_\_

\_\_\_\_\_ **Volunteer Confidentiality Agreement.**  
(Be sure the email address is written clearly - O or zero, one or I, etc.)

\_\_\_\_\_ **Act 24 Arrest/Conviction Report and Certification Form**  
(New form due EVERY year which can be delivered directly to the DO or school secretary.)

\_\_\_\_\_ **Pennsylvania Residency Certificate/Affidavit.**

\_\_\_\_\_ If Pennsylvania Resident for LESS THAN 10 CONSECUTIVE YEARS:  
**FBI Criminal History Fingerprint Clearance** (Dated within the past 60 months.)  
(Cogent ID registration number through the Department of Education)

\_\_\_\_\_ **Pennsylvania Child Abuse History Certification.**  
(Dated within the past 60 months.)

\_\_\_\_\_ **Pennsylvania State Police Response for Criminal Record Check.**  
(Dated within the past 60 months.)

\_\_\_\_\_ **Driver's License**  
(Must be brought to the District Office to be viewed, verified and copied.)

\_\_\_\_\_ **Tuberculosis Skin Test Results**  
(If volunteering for 10 or more hours per week.)

### ADDITIONAL INFO:

- Clearances are valid for 5 years from issue date. Act 24 is valid for 12 months.
- Keep watch of our website volunteer link for updates: <http://www.mtwp.net/community/volunteer-information/>
- Clearances will be reviewed and approved by HR.
- You will be notified via email when you have been approved.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date