



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. 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 District Office or school secretary.)

_____ **Pennsylvania Residency Certificate/Affidavit**

_____ **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.)

_____ If Pennsylvania Resident for LESS THAN 10 CONSECUTIVE YEARS:

FBI Criminal History Fingerprint Clearance

(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