



Becoming a District Parent/ Community VOLUNTEER and Becoming a VOLUNTEER Coach

District Parent/Community Volunteer:

Anyone interested in becoming a District Parent/Community Volunteer for chaperoning field trips, chaperoning extracurricular activities, assisting in the classrooms, or helping the PTO with school events will need to become a District Parent/Community Volunteer and be approved by administration and the school board. You will need to submit to the Superintendent's Office the following documents:

- ✓ **Act 34 – PA State Police Criminal Record Clearance (Free for Volunteers)**
- ✓ **Act 151 – PA Child Abuse Clearance (Free for Volunteers)**
- ✓ **PA Residency Waiver in lieu of the FBI Fingerprint Clearance (for PA Residents who have lived in the State of PA for the past ten (10) consecutive years)**
- ✓ **Act 114 – FBI Fingerprint Clearance through Cogent / PA Dept. of Education (for Non-Residents of PA and for PA Residents who have lived in the State of PA for less than 10 years)**
- ✓ **Negative TB Test Report**

If you have clearances that are dated within sixty (60) months, the district can accept them. Otherwise, clearance forms are available in the Superintendent's office or online via the district's website by clicking the "**Employment**" tab and found under "**Employment Forms**" at www.reynolds.k12.pa.us.

If you had a TB test within the past year, the district can accept it. Otherwise, TB tests are available through the Sharon Regional Health System's Corporate Health Services, MedExpress or UPMC Urgent Care facilities in Hermitage or through your own family physician. There is a 48-hour period required for reading the results of the TB test, so you will be required to return. The fee ranges from \$13 to \$30 depending upon where you go.

Once the proper documents are processed, they should be delivered to the Superintendent's office. Do not turn in the paperwork to your child's classroom teacher or building office; they must be delivered directly to central administration for processing. Please do not submit your paperwork separately; send all required documents together for review and approval. You will also need to include instructions with your documentation indicating your purpose in forwarding the documents, i.e. for approval as a parent/community volunteer and list your current address and phone number.

Once your documents are reviewed and approved, you will be able to volunteer immediately, and your name will be added to the volunteer list, which is located on the district website. Volunteer lists are found on the High School and Elementary websites. Your name will then be submitted for Board approval as an additional parent/community volunteer at the next board meeting. You will not need to repeat this process unless otherwise directed by the district.

Your name will remain on the list as long as you remain an active volunteer within the district. PA laws require you to update your clearances **every five (5) years**. If you do not provide updated clearances before the start of the school year on **July 1st of your fifth year**, your name will be removed from the list, and you will not be able to volunteer until you provide new clearances.

District Volunteer Coach:

If you are interested in becoming a Volunteer Coach for any of the district's athletic teams, you will need to first speak with the head coach for permission to do so. Volunteer Coaches are employed by the district with no salary provision on an annual basis per athletic season, and you will need a personnel packet to complete. You will also need the recommendation of the building principal and approval by the school board. All of the above clearances will be required as well as all other personnel documents. In addition, you will be required to take two online courses, which are free, and turn in your certificates for Concussion Awareness training and Cardiacwise training.

If you have further questions, please contact the Superintendent's office at (724) 646-5501.