



ELIZABETH FORWARD *School District*

Dr. Todd Keruskin, Superintendent

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September 26, 2018

Dear Parents/Guardians:

Elizabeth Forward School District Policy No. 916 - Volunteers is in place to keep all district students safe at school and at school sponsored events.

Please be aware that all clearances must be submitted 30 days prior to the event you will be volunteering, new clearances will be valid for 60 months. All clearances will expire with the oldest dated clearance and clearance will not be accepted if they are older than one year from the date they have been submitted.

There are three (3) types of volunteers that are identified in the policy: Assistive Volunteer, Independent Volunteer, and Volunteer Coaches/Sponsors.

The following are the definitions of the types of volunteers and the specific clearances that they are required to have:

Assistive Volunteer – Need Act 34 (Criminal Record Check) and Act 151 (Child Abuse) Clearances.

These individuals would volunteer under the direct supervision of an employee of the district.

Examples of these volunteers include: Homeroom parent, lunch parent visitor, classroom celebration aide, or assembly usher.

Independent Volunteer – Need Act 34, Act 151 and Act 114 (FBI Fingerprint) Clearances.

These individuals may work with district employees, but may at times be left with children unattended.

Examples of these volunteers include: Chaperones on overnight trips and day field trips, volunteer tutors or dance chaperones when no district employee would be present.

Volunteer Coaches/Sponsors – Need Act 34, Act 151 and Act 114 Clearances.

These Coaches/sponsors would work with school employees and may at times be left with children unattended.

The policy is intended to make certain that all chaperones have proper clearances. Please note that Act 114 (FBI Fingerprint) documentation will only be accepted through the PA Department of Education approved provider, Identogo.

Strong schools have strong parent involvement. If you are interested in volunteering, please go to the link on the school district's website: www.efsd.net → For Families (tab) → Volunteer Clearances (bottom of page). Once you have received your necessary clearances, you must submit them in person to Mrs. Bobbie Rothey, the Information Specialist at the District Offices. If you have specific questions, please contact your child's building secretary and if I can assist you, please do not hesitate to call my office.

Sincerely,

Dr. Todd Keruskin
Superintendent of Schools