



**Volunteer opportunities include (but are not limited to) the following:**

- |              |                 |                    |                      |
|--------------|-----------------|--------------------|----------------------|
| • Musicals   | • Marching Band | • Plays            | • 1-on-1 Tutoring    |
| • Field Days | • Field Trips   | • Athletic Coaches | • Class Celebrations |

**ALL ITEMS ARE MANDATORY**

Initial Clearances must be dated within 60 months. They must be resubmitted every 60 months from date on clearance.

Once approved you must volunteer one time per school year to stay active.

**1. Volunteer Application**

- Please see the School Secretary or access it online by clicking on For Parents > volunteer information on your student's school webpage.

**2. Act 151 Child Abuse Clearance - Volunteer No cost - 717-783-6211 or 1-877-371-5422**

- **Online:** Online report by going to <https://www.compass.state.pa.us/cwis/public/home> OR
- **Mail:** Print the form by obtaining it at [http://www.dhs.pa.gov/cs/groups/webcontent/documents/form/s\\_001762.pdf](http://www.dhs.pa.gov/cs/groups/webcontent/documents/form/s_001762.pdf) and **mail it** to the address provided on the form. This will take several weeks to process and receive the clearance in the mail.

**3. Act 34 PA State Criminal History (PATCH) Clearance - Volunteer No cost - 1-888-783-7972**

- **Online:** Instant report online by going to <https://epatch.state.pa.us/Home.jsp>
- **Mail:** Print the form by obtaining it at <https://epatch.state.pa.us/help/SP4-164A.doc> and **mail it** to the address provided on the form. This will take several weeks to process and receive the clearance in the mail.

**4. Act 114 FBI Fingerprint Criminal Background Clearance - \$27.00 - 1-888-439-2486**

- **Online:** Click "register online" with a credit card at [https://www.pa.cogentid.com/index\\_pde.htm](https://www.pa.cogentid.com/index_pde.htm) then take your registration number to any fingerprinting facility (locations can be found on the Cogent website at [https://www.pa.cogentid.com/index\\_pdeNew.htm](https://www.pa.cogentid.com/index_pdeNew.htm)):

**OR** Signed volunteer residency affidavit: If you will be unaccompanied with students or chaperone a field trip, you will be required to obtain an Act 114 FBI Fingerprint Criminal Background Clearance; the volunteer residency affidavit form is not acceptable (per Franklin Regional School Board Policy: 7407 Volunteer Policy).

**5. PA Dept. of Education - Arrest/Conviction Report and Certification Form**

- This form is available on the volunteer information webpage or can be obtained in the school office.

For questions or to turn in all necessary clearances/forms, please bring original documents to the School Secretary. More information on volunteering in Franklin Regional can be found online by clicking on For Parents > volunteer information on your school webpage.