



Clearance Parent/Guardian Information Conference Volunteering/Host Family

Dear Volunteer,

The State Conference Committee is in need of your assistance over the next several months as we prepare to host the PASC 82nd State Conference at Cedar Crest High School on November 8-10, 2018. Lots of hands and hearts are needed to assist. We need your help.

Any parent/guardian or community volunteer who plans to assist on site with the conference, please know that clearances are required. Please see the information below to secure your clearances.

Volunteering duties will include but are not limited to –
invitations to volunteer TBA

- Decorating
- Registration duties
- Ambassadors
- Set up and tear down of events
- Counting items
- Packing nametags and backpacks
- Fundraising events



Clearance Information for Conference

IMPORTANT WHEN APPLYING: You are considered an unpaid volunteer. You may need to cut and paste links into a browser to access.

The District requires the following clearances for you to volunteer in any capacity:

- Pennsylvania Child Abuse History Clearance (Act 151) <https://www.compass.state.pa.us/cwis/public/home>
- Pennsylvania State Police Criminal Record Check (Act 34) <https://epatch.state.pa.us/Home.jsp>
- FBI Federal Criminal History Record (Act 114) Volunteers who have resided in Pennsylvania for ALL of the past ten years may request a waiver of the FBI Fingerprint Clearance and DO NOT NEED TO COMPLETE THE FINGERPRINTING. https://www.pa.cogentid.com/index_pde.htm

WAIVER

<http://www.deerlakes.net/assets/docs/volunteer/916%20AR%20Waiver%20of%20FBI%20Fingerprint.pdf>

In addition, the following form must be signed and submitted:

- Acknowledgement of Volunteer Obligations - required for all those submitting clearances. <http://www.deerlakes.net/assets/docs/volunteer/916%20AR-2%20Acknowledgement%20of%20Volunteer%20Obligations2.pdf>

Acquiring the clearance documents takes time and we recommend that parents planning on volunteering in the schools complete the process as soon as possible. The documents will remain on file with the District for **THREE** years at which time new clearances will be necessary.

So you need to submit the following to **???** **BEFORE** being placed on the volunteer list.

1. Act 151 clearance
2. Act 34 clearance
3. FBI Act 114 **OR** waiver
4. Acknowledgment of Volunteer Obligations.

All information can be dropped off at the Middle School, emailed to jjaros@dlsd.k12.pa.us, or mailed to

Cedar Crest Middle School
105 East Evergreen Road
Lebanon, PA 17042
ATTN. ???

QUESTIONS? Call 717-???-????