



Hamburg Area School District

701 Windsor Street
Hamburg, PA 19526
Telephone: 610/562-2241
Fax: 610/562-2634

2018-2019 Volunteer Information Sheet

Name: _____ Last 4 Digits of Social Security #: XXX-XX-_____

Address: _____

Phone #: _____ Email: _____

Preferred Method of Contact (please circle): Phone / Email / No Preference

If applicable, please list all children who attend HASD that you are a parent/guardian of:

- Were you a Board approved volunteer in 2017/2018? Yes / No *
 - Are you an existing Substitute/Employee for HASD? Yes / No
- * If you were Board approved in 2016/2017 and did NOT volunteer in 2017/2018 (and your clearances are still valid), please submit the Act 24 form and this form to the building.**

Volunteer Preferences (the activities you want to be involved with at the District):

Building(s) (please circle all that apply): High School / Middle School / Perry / Tilden

I would like to volunteer for: _____

Day(s) of week: M / T / W / Th / F Time of Day: _____

In accordance with Act 24 of 2011, I attest that I have not been arrested for or convicted of any Reportable Offense. (If left unchecked, you will be requested to complete form PDE-6004.)

By signing this form, I agree to abide by all current and future policies, rules and procedures established by the District. School Board policies may be found on our website, <http://www.hasdhawks.org>.

Signature Date

Printed Name

For office use only:

Custody arrangements: _____

Approved for volunteering at:

Perry _____ Tilden _____ MS _____ HS _____

Board approval date: _____

Volunteer Checklist – Office Use Only

Please verify that all documents have been received and are fully executed before forwarding to the Coordinator of Human Resources (CHR) in the District Office.

Please note on the Volunteer Information Sheet if there are any custody arrangements we need to be aware of.

Required Documents – Return Volunteer		Received
1.	Volunteer Information Sheet (Reverse Side of Checklist)	

Required Documents – New Volunteer		Received
1.	Volunteer Information Sheet (Reverse Side of Checklist)	
2.	Act 151 PA Child Abuse Certification	
3.	Act 34 PA Criminal History Verification	
4.	Volunteer Affirmation (Witness Signature Required Upon Receipt)* OR Act 114 FBI Federal Criminal History *	
5.	Act 24 Arrest/Conviction Certification (Required with Info Sheet if Board approved in prior year and has not volunteered for at least one academic year.)	
6.	Acknowledgement of Board Policies No. 806 & 916	

Required Documents – Existing Employees/Substitute		Received
1.	Volunteer Information Sheet (Reverse Side of Checklist)	
6.	Acknowledgement of Board Policies No. 806 & 916	

* If a volunteer completes a Volunteer Affirmation Form, she is not required to also provide the Act 114 FBI Federal Criminal History document (fingerprinting). However, if the volunteer has not been a resident of PA for 10 consecutive years, she cannot submit the Volunteer Affirmation Form. In this case, the Act 114 FBI Federal Criminal History document (fingerprinting) would be required.

Internal Process:

1. Volunteers turn in completed Volunteer Packet to Building Secretary.
2. Building Secretary checks packet for completeness & signs Volunteer Affirmation sheet, if applicable.
3. Building Secretary forwards Volunteer Packet to additional Building Secretaries, if necessary.
4. Secretary interoffice mails the packet to the CHR in the D/O.
5. CHR adds new volunteers to agenda for applicable Board meeting.
6. CHR provides Building Secretaries with an updated Volunteer Report after Board meeting.
7. Building Secretaries reach out to volunteers to establish a schedules.
8. Building Secretaries must have all volunteers sign in on a separate Volunteer Sign-In/Out sheet and forward to the Coordinator of HR on a monthly basis.