



120 North Chancellor Street, Newtown, PA 18940
215-357-2332

Dear New Hope-Solebury Volunteer,

Senior Adults for Greater Education is excited that you have indicated an interest to volunteer in the New Hope-Solebury School District.

The New Hope-Solebury School District has requested that a certain procedure is followed to ensure that all forms are filed appropriately.

Enclosed you will find:

- ✓ A S.A.G.E. Volunteer form
- ✓ A New Hope-Solebury Volunteer Policy and Affirmation form
- ✓ Clearance Information form
- ✓ Directions for obtaining FBI Fingerprint-based Background check
- ✓ Two return envelopes (one addressed to Senior Adults for Greater Education and another addressed to the NHS Lower Elementary School)

Please fill out all forms. The S.A.G.E. Volunteer Form should be returned in the envelope addressed to Senior Adults for Greater Education. The NHS Volunteer Affirmation form and the Clearance Information form should be returned to the NHS Lower Elementary School.

The Clearance Information form will be used to obtain the three clearances required by the District. These clearances are the: Criminal History Check, Child Abuse Clearance and FBI Fingerprinting Process. The New Hope-Solebury School District will process and assume all costs associated with these clearances. **The Child Abuse Check Clearance will be mailed directly to you. Upon receipt, you will need to mail the clearance to Lisa Driscoll at the New Hope-Solebury Lower Elementary School, P.O. Box 569, 3020 North Sungan Road, Solebury PA 18963.**

Please note, however, the FBI Fingerprinting is a two step process. The New Hope-Solebury School District will register you for the FBI fingerprinting, pay the fee and obtain the registration form. This registration form will be mailed to you. **Upon receipt, you will need to make an appointment with the Bucks County Intermediate Unit to schedule an appointment for fingerprinting. You will receive your results in the mail and will need to provide a copy to the school.** More detailed instructions are included in this packet.

We apologize for any confusion or inconvenience this process causes. Please know that your volunteering will greatly benefit the students of New Hope-Solebury and that in the process you will have fun!

Should you have any questions about this process please call Senior Adults for Greater Education at 215-357-2332.

Thank you for your interest in volunteering!

Regards,

Beryl Katz, Founder and Executive Director
Senior Adults for Greater Education
www.beasage.org

Senior Adults for Greater Education is a non-profit 501(c) 3 corporation.



New Hope-Solebury School District Volunteer/Membership Form

Please complete and return to Senior Adults for Greater Education, 120 N. Chancellor Street, Newtown, PA 18940
Please Print Clearly.

Name: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip _____

Email address: _____ Date of Birth: ____/____/____

Would you be willing to drive another S.A.G.E. member to events? _____

I am interested in volunteering. (Please fill out the information below.)

Please list an Emergency Contact: _____

Emergency Contact Phone: _____

I would like to volunteer:

Approximately one hour per week

Occasionally

More than one hour per week

Days available: _____

Times available: _____

Please check all volunteer activities that interest you:

Reading to students

Assisting with technology

Listening to students read

Sharing a talent or skill

Helping in the library

Sharing an experience (history, travel, culture)

Mentoring

Other (please describe) _____

Tutoring

Practicing math facts with students

If you have volunteered in the past with a teacher, and would like to continue that relationship, please indicate name of teacher and school: _____

What is your current/prior profession(s): _____

Please tell us about yourself/experiences. For example travel experiences, volunteer experiences, what you like to do in your free time, special training, etc.

THANK YOU! Please call 215-357-2332 with any questions.

Senior Adults for Greater Education, S.A.G.E.™, is a non-profit 501(c) 3 corporation.

NHSD S.A.G.E. Volunteer Guidelines

Clearances: The New Hope-Solebury School District currently requires volunteers to sign and return the Volunteer Affirmation and obtain **3** security clearances. The Criminal History Check and Child Abuse History Clearance will need to be renewed every year. The FBI Fingerprinting only needs to be completed once at the beginning of your volunteering.

The New Hope-Solebury School District will process all clearances for the S.A.G.E. volunteers. The Child Abuse clearance will be sent directly to you, the volunteer, and will need to be mailed:

New Hope-Solebury Lower Elementary School, Attn. L. Driscoll
P.O. Box 569
3020 North Sungan Road
Solebury, PA 18963

FBI Fingerprinting Process: The fingerprint-based background check is a multiple-step process:

1. The New Hope-Solebury School District will register the volunteer applicant for FBI fingerprinting and will mail the registration confirmation to the applicant.
2. Upon receipt of the registration confirmation, please schedule fingerprinting at the Bucks County Intermediate Unit, #22 located in Doylestown.
3. To schedule call: 1-215-348-2940, ext. 1402. **ALL FINGERPRINTING MUST BE DONE BY APPOINTMENT- NO WALK-INS!**
4. Their address is :

Bucks County Intermediate Unit #22
705 N. Shady Retreat Road
Doylestown, PA 18901

Hours: Monday - Friday 8:00am -1:00pm

5. **Please remember to bring this registration confirmation and photo i.d. with you to your appointment.** Applicants will not be processed if they cannot produce an acceptable photo ID, or the registration confirmation.
6. The fingerprint transaction begins when the ALO reviews the applicant's qualified State or Federal photo ID, such as a PA driver's license, before processing the applicant's transaction. A list of approved ID types may be found on the Cogent Systems' website at www.pa.cogentid.com.
7. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than a few minutes.

8. The applicant's scanned fingerprints will be electronically transmitted to the Pennsylvania State Police, who in turn submits the fingerprints and demographic information to the FBI as required by federal statute.
9. The Pennsylvania Department of Education will receive the Federal Criminal History Record from the FBI. PDE's School Services Unit will return the Federal Criminal History Record to the applicant. The Record will be printed on standard 8.5" X 11" paper with the Commonwealth Seal imbedded on the paper. This document constitutes an official Record. If an applicant presents their Federal Criminal History Record and the Commonwealth Seal is not embedded on the paper, it should be considered as invalid and not an official Record. If the applicant does not receive the Criminal History Record from PDE within eight weeks after being fingerprinted, they should call (717) 783-3750 or email PDE at dwolfgang@state.pa.us.
10. The applicant will then provide the Federal Criminal History Record to the New Hope-Solebury School District at the following address:

New Hope-Solebury Lower Elementary School, Attn: Lisa Driscoll
P.O. Box 569
3020 North Sungan Road
Solebury, PA 18963

Respect the school's security procedures:

- Please sign in and out in the Main Office.
- Wear a volunteer or visitor badge at all times.
- Please adhere to your assigned responsibility.
- Please maintain confidentiality with regard to student issues.
- Students should address volunteers by their appropriate titles (e.g. "Mr.," "Mrs.," "Dr.," etc.).
- Notify teachers or other staff regarding any concerns or issues concerning students or safety.

For additional information, please see the complete District Policy 916 located in the District Policy Manual on the District website at www.nhsd.org.

New Hope-Solebury School District

Policy 916 Guidelines

VOLUNTEER AFFIRMATION

I _____, agree to serve as a volunteer in the New Hope-Solebury School District (district). I affirm that I have read district policy and administrative procedure 916, Volunteers, and I agree to follow the guidelines laid forth in the administrative procedure including but not limited to those restated below.

I understand that the teacher or supervisor who is employed by the district is the decision maker, and I will respect his/her authority during any and all volunteer activities. When working with students, chaperoning field trips or school activities, I will report all incidents of inappropriate behavior or any situations that I witness in which students might be in danger, to the teacher or supervisor in charge of the activity.

I understand that as a volunteer I will be viewed as a representative of the School Board and administration. I will conduct myself in a professional manner and will maintain a professional relationship with students. When information of a personal or confidential nature is raised, I will refrain from imposing my own personal opinion on students.

I agree to respect the privacy and anonymity of each child by maintaining the confidentiality of any confidential information that I receive while serving as a volunteer.

I agree to report all incidents of suspected child abuse to the teacher or supervisor in charge of my volunteer activities.

When I am unable to attend a volunteer activity, I will inform my supervisor or the supervising teacher and I will document all attendance as requested from my supervisor or the supervising teacher.

I assume responsibility for being familiar with and following district policies and for receiving any volunteer training that is pertinent to my volunteer activities.

I am ___/am not ___ (*check one*) a regular volunteer.

I have ___/have not ___ (*check one*) provided a child abuse clearance check.*

I am aware of and will comply with district policies, regulations and administrative procedures regarding child abuse identification and reporting; prohibition of discrimination; prohibition of unlawful harassment; student accidents; student hazing; student discipline; drugs; alcohol; tobacco; and accommodation of special needs students.

Signed

_____ Date _____

**Regular volunteers as defined in Policy 916 are required to submit child abuse clearance checks. Others may be required to provide such clearances at the discretion of the Superintendent.*

*New Hope-Solebury School District***Policy 916 Guidelines****VOLUNTEERS**

These guidelines apply to all volunteers involved with the district in any capacity including, but not limited to volunteers involved with:

1. District educational programs including field trips.
 2. District sponsored co-curricular activities, extra-curricular activities or clubs.
 3. District administration such as clerical work on behalf of schools.
 4. Activities sponsored or promoted by district schools.
- Single event volunteers, under the direct supervision of a school district staff member, are not required to secure clearances. They are required to sign in as visitors, secure visitor badges, and to follow the visitor guidelines in each of the schools.
- Volunteers who will be working with students are required to secure all three clearances (Act 34, Act 151, and FBI) in the first year of volunteering. In subsequent years of volunteering, they are required to secure Act 34 and Act 151 clearances. In effect, this would provide one FBI fingerprinting clearance in each volunteer's career of service followed by annual Act 34 and Act 151 clearances.

All volunteers will be expected to follow these guidelines:

1. Respect the authority of the teacher or supervisor as the decision maker and as the person responsible for the instructional program, all classroom activities, and the well-being of all children in the classroom or school. Teachers or supervisors bear the ultimate responsibility for the welfare of students during school activities. When working with students or chaperoning field trips or school activities, parent/guardian volunteers must report all incidents of inappropriate behavior or situations in which students might be in danger to the teacher or supervisor in charge of the activity.
2. Respect the privacy and anonymity of each child by maintaining the confidentiality of information regarding students. Information regarding student classroom performance and/or behavior and information contained in student records must be shared only with district employees with an "educational need to know" the information. Information from student records is regulated by the Family Educational Rights and Privacy Act.
3. Report all incidents of suspected child abuse to the teacher or supervisor in charge.
4. Maintain a professional relationship with students. Volunteers are viewed as representatives of the School Board and administration. When issues of a personal or confidential nature are raised by students, volunteers are placed in a difficult situation. Nonetheless, volunteers must refrain from imposing their own opinions on students regarding matters of a personal nature.
5. Courteously inform your supervising teacher or supervisor if unable to attend volunteer activity and document attendance as requested by supervising teacher or supervisor.