

SOUTH WESTERN SCHOOL DISTRICT

Volunteering 101

2025-2026

THANK YOU IN ADVANCE FOR YOUR DEDICATION TO OUR STUDENTS



Amazing!

You want to volunteer - what is next?

Volunteers are a crucial part of the lives of our students and faculty. We appreciate that you are interested in volunteering.

Whether you are a first time volunteer or veteran - please note that we require volunteers to register each year through our online Google forms. However, that is not the end of the process.

Once your registration is submitted, it is then reviewed for accuracy and compliance and you will receive notification via email of the next steps in the process.

Amazing!

New Volunteer

Things to know:

- You must submit an online **NEW Volunteer Registration Form**
Visit <https://www.swsd.k12.pa.us/page/mentoring-volunteering>
- You must have all required clearance paperwork (*dated no more than 12 months prior to your registration date*)
- Once all forms are completed - contact the Volunteer Coordinator to schedule an appointment to review your documents (717.632.2500)
- We ask that you schedule your visit to the office in advance to ensure you receive the necessary attention and assistance without delays or inconvenience



Required Clearances

- PA Child Abuse History Clearance (Act 151)

<https://www.compass.state.pa.us/cwis/public/home>

- PA Criminal History Record Check (Act 34)

<https://epatch.pa.gov>

- FBI Criminal Background Check (Act 114)

Required if you have lived in Pennsylvania for **less** than 10 years.

<https://uenroll.identogo.com>

Use PDE Volunteer Service Code: **1KG6ZJ**

OR

- FBI Criminal Background Check Exemption Form (signed and dated)

Required if you have lived in Pennsylvania for at least the last 10 consecutive years.

- Volunteer Act 24 (*signed and dated*) - Required for new volunteer registrations.



Amazing!



Returning Volunteers

Things to know:

- You must submit an online **Volunteer Renewal Form** each year
Visit www.swsd.k12.pa.us/pages/
- You must have all valid clearance paperwork on file
- After you submit your renewal form - your information will be verified by the volunteer coordinator
- Following verification of compliance, you will be notified by email to give you know the next steps (i.e., you are in compliance, clearances need updated, etc.)
- Once compliance is confirmed, you will be instructed to visit the administration office to have your driver's license scanned and to activate your volunteer badge for the 2025-2026 school year



Amazing!

Congratulations!

- Building secretaries will have access to the list of approved volunteers for the 2025-2026 school year
- Please remember that you must visit the district administration office to have your driver's license scanned into the **SchoolGate Guardian** system to be considered an active volunteer
- District employees will need to complete the Volunteer Registration process to serve as a district Volunteer
- Please return badges to any building or the administration office at the end of each school year (this allows us time to inventory and prep the badges for the next school year)

Thank you for your service to our students and staff!

