Volunteering 101

2025-2026





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 <u>each</u> 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.



New Volunteer

Things to know:

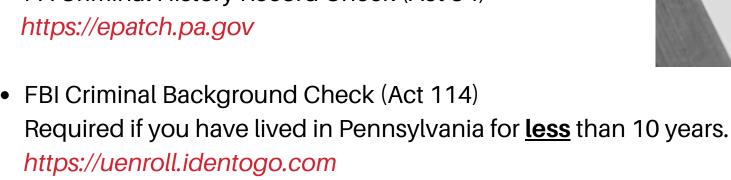
- You must submit an online NEW Volunteer Registration Form
 Visit https://www.swsd.k12.pa.us/page/mentoring-volunteering
- You must have all required clearance paperwork (dated no more than 12 months prior to your registration date)
- Once all forms are completed contact the Volunteer Coordinator to 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

Use PDF Volunteer Service Code: 1KG6ZJ

 PA Criminal History Record Check (Act 34) https://epatch.pa.gov



OR

- FBI Criminal Background Check Exemption Form (signed and dateu)
 Required if you have lived in Pennsylvania for at least the last 10 consecutive years. FBI Criminal Background Check Exemption Form (signed and dated)
- 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 <u>each</u> 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



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!

