



Titusville Area School District

301 East Spruce Street, Titusville, PA 16354 (814) 827-2715

School Volunteer Information

If you are interested in volunteering in the Titusville Area School District, you must be at least eighteen (18) years of age and complete the following:

- **Volunteer Application** – return to Personnel at the Administration Office (completed annually)
- **Clearances/Certifications** - These clearance/certification forms are available online and are good for five (5) years):
 - Act 34 Request for Criminal Record Check – Volunteer Only (less than 60 months old) <https://epatch.pa.gov/home>
 - Act 151 PA Child Abuse History Certification (less than 60 months old) <https://www.compass.state.pa.us/cwis/public/home>
 - Act 24/82 Arrest/Conviction Report & Certification <https://www.education.pa.gov/Documents/Teachers-Administrators/Background%20Checks/Arrest%20or%20Conviction%20form.pdf>
 - Act 114 Federal Criminal History Background Check <https://www.identogo.com/> (less than 60 months old); or a [*School Volunteer Disclosure Affidavit*](#) (if a resident of PA for previous 10 yrs) qualifying under Act 153 Child Protective Services Law
 - Act 126 Mandated Reporter training (less than 60 months old) <https://reportabusepa.pitt.edu>
- **Athletics** – Also requires the following trainings and certifications:
 - Mandated Reporter Training: <https://reportabusepa.pitt.edu>
 - Concussion Certification: <https://www.sportsafety.com/#concussionwise>
 - Sudden Cardiac Arrest Certification: <https://www.sportsafety.com/#cardiacwise>
- **Tuberculin (TB) test** (*only for volunteers in contact with students for 10 hours per week or more*)

Once you have completed all applicable forms, clearance certifications and health tests, submit your information to Personnel at the Administration Office.

Please allow at least 2-3 weeks for these clearances to be processed.

These clearances and certifications are in effect for the entire state with the amendment of Act 153 Child Protective Services.

Please note that there is a distinction between visitors and volunteers, as described below. After reading the following descriptions, if you have a question about attendance at or for a specific activity, please contact Personnel at the Administration Office.

VISITOR - A person who is under the direct supervision/oversight of a staff member employed by the District at all times or who does not have direct contact with students.

VOLUNTEER - A person serving in an unpaid capacity where direct supervision by a District staff member may not be provided at all times and the person has direct contact with students.

**Titusville Area School District
VOLUNTEER Application**

In accordance with *Policy 916 School Volunteers*, all volunteers must have a Volunteer Application on file in the Personnel Office. Please complete the following information and return the form to Personnel at the Administration Office to get approval.

Last Name: _____ First Name: _____ MI: _____

Phone Numbers: _____

Email Address: _____

Address: _____

City: _____ State: _____ Zip: _____ County: _____

Description of what you will be doing in the building/athletics: _____

Name of employee with whom you will be working: _____

As a school volunteer, you may become aware of information about a student and his/her family, which is confidential. This can include grades, performance, skills levels and other information shared. It is vital that this information remains strictly confidential.

I agree that confidentiality of student information is critical and shall protect such information.

Volunteer Signature: _____ Date _____

I have received a copy of the Titusville Area School District [Policy 916 School Volunteers](#); and I understand the procedures and responsibilities as a volunteer, and I agree to abide by them.

Volunteer Signature: _____ Date _____

Personnel Office Signature: _____ Date _____

Principal or Athletic Director's Signature: _____ Date _____

Once you complete the information return the form to Personnel at the Administration Office for approval.