

Union City Area School District

107 Concord Street
Union City, Pennsylvania 16438

www.ucasd.org

(814) 438-3804
Fax: (814) 438-2030

Joan M. Quickle
Director of Curriculum/Special Programs
jquickle@ucasd.org

Dr. Sandra K. Myers
Superintendent
smyers@ucasd.org

Tara L. Lineman
Business Manager
tlineman@ucasd.org

2017-2018

Dear UCASD Prospective Volunteer:

Before providing any volunteer services for 2017-2018, all new volunteers must submit a **complete** application packet as listed below to the District Administration Office and must be approved by the School Board.

New volunteer application

Clearances - Links to clearance applications are available on the District website – www.ucasd.org for applying on-line. Click on the Employment tab and access each clearance application listed on the right side of the Employment page. If you do not have computer access, please request paper applications from the District Administration Office Receptionist. The required clearances are listed below:

- PA State Police Criminal Record Check:** The fees are waived for *volunteers and are valid ONLY for volunteer service.* Clearances previously obtained are acceptable if less than five (5) years old. A copy of the printed approved “certification form” (with watermark showing the PA Keystone or PA State Police seal) must be included with the application.
- PA Child Abuse History Clearance:** The fees are waived for *volunteers and are valid ONLY for volunteer service.* Clearances previously obtained are acceptable if less than five (5) years old. A copy of the printed “*Pennsylvania Child Abuse History Certification*” form must be included with the application. (Note: If issued prior to 1/1/15, the original approved PA Child Abuse History Clearance must be brought to the Administration Office for verification.)
- Federal Criminal History Background Check (FBI Fingerprints) OR Affidavit, if qualified:**
 - A. Exempt if the volunteer applicant has been a resident of the Commonwealth of Pennsylvania for the entirety of the previous 10 years. The applicant must complete an **Affidavit for Volunteers** swearing or affirming in writing that they are not disqualified from service. (*You must appear before a notary public in person with the affidavit. See options on affidavit provided.*)
 - B. Exempt if a volunteer applicant has not been a resident of Pennsylvania for the previous ten (10) years but has obtained the FBI certification at any time since establishing residency. The applicant must provide a copy of the Federal Criminal History Background Check (the unofficial paper copy of the fingerprint record provided to the applicant on PDE letterhead or a copy of the rap sheet available from your current/previous employer) showing they are not disqualified from service, dated within the past ten (10) years.
 - C. Required if a volunteer has not been a resident of Pennsylvania for the previous 10 years, has not obtained their FBI certification during that time, or has obtained the FBI certification since establishing residency but is unable to provide the required documents listed in “B” above. The applicant must pay the fee for this certification.

Arrest/Conviction Report and Certification form

School Board policies and signature sheet for volunteers (Return only the completed signature sheet.)

Proof of current Tb test: Test must have been administered no more than twelve (12) months prior to the date application is submitted that indicates no evidence of active tuberculosis. This document must be secured from your health-care provider and is self-pay.

For volunteer athletic coaches only Proof of Recognizing and Reporting Child Abuse Training: Recognizing and Reporting Child Abuse training is required of all athletic coaches, including volunteer coaches. If you have not completed the training, you may take the **FREE on-line training** at www.reportabusepa.pitt.edu. Following your training, you must print the certificate of proof of completion and submit with your application packet.

DEADLINE DATES FOR SCHOOL BOARD APPROVAL: Volunteers who have submitted a **complete** application packet **no later than one week prior to the monthly voting meeting** will be listed on the School Board agenda for approval at the next regular voting meeting. (See schedule of meetings on District website under the School Board tab for exact dates of regular meetings).

If you have any questions regarding the above information, please contact the Administration Office and speak with my secretary, Ann Sill, at extension 5454 or by e-mail at asill@ucasd.org. Thank you for your willingness to serve our District and students.

Sincerely,
Sandra K. Myers, Ed. D.

An Equal Rights and Opportunities Agency