



**Office of Human Resources**  
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**VOLUNTEER DOCUMENTATION CHECKLIST**

Volunteer Disclosure Form (PDE-6004)  
 State Clearance  
 Child Abuse Clearance  
 FBI Clearance (lived in PA < 10 years)  
 Policy 809 & 916 Acknowledgement  
 TB Test (10 hours or more per week)  
 Emergency Contact Information

✓ REQUIRED ⓪ If Applicable ⊘ Not Required

VOLUNTEER NAME: \_\_\_\_\_

<input type="checkbox"/>	<b>Visitors / Non-Routine Volunteers</b> Any individual who voluntarily provides a service to the District for single events (on a non-routine/repetitive basis) completed in one to two school days and does not have unsupervised contact with students. Examples of single event volunteers include Spring Fair volunteers, Field Day volunteers, and Book Fair volunteers.	✓	⓪	⓪	⓪	⓪	⓪	⓪	✓
<input type="checkbox"/>	<b>Routine Assistive Volunteer</b> Any individual who voluntarily provides services to the school District without compensation on a routine/repetitive basis, and who: (1) works directly under the supervision and direction of a teacher or administrator employed by the district; and (2) does not provide direct services to students or have unsupervised contact with students. Examples of routine assistive volunteers include homeroom parents/guardians; individuals who volunteer to assist in the planning or conducting of classroom celebrations; concert/performance ushers; and individuals who help manage, officiate or perform functions ancillary to an athletic event or extracurricular activity.	✓	✓	✓	⓪	✓	⓪	✓	✓
<input type="checkbox"/>	<b>Independent Volunteer</b> Any individual who voluntarily provides services to the school district without compensation on a routine/repetitive basis, and who: (1) works under the general direction and supervision of a teacher or administrator employed by the district; and (2) provides direct services to students or may, from time to time, have or may be reasonably expected to have unsupervised contact with students. Examples of independent volunteers include volunteer tutors and chaperones field trips.	✓	✓	✓	⓪	✓	⓪	✓	✓
<input type="checkbox"/>	<b>Volunteer Sports Coach or Activity Advisor</b> Any unpaid individual who regularly assists a paid coach or advisor in a sport or other extra-curricular activity. Volunteer coaches or advisors may work directly with students on activities and techniques. A volunteer sport coach or advisor may be asked to assume responsibilities of a paid coach or advisor in an emergency situation.	✓	✓	✓	✓	✓	✓	✓	✓

**Please keep copies of your clearances in case you need them elsewhere!**

**QUICKLINKS TO DOCUMENTS**

[Volunteer Disclosure Form \(PDE-6004\)](#)

All Volunteers must complete

[PA State Clearance for Volunteers](#)

Free - Good for 5 years

[PA Department of Human Services Child Abuse](#)

Free - Good for 5 years

[Department of Human Services FBI Clearance](#)

Only required if you lived in Pennsylvania less than 10 years at the time of application

Enter service code code **1KG6Y3** after clicking on the link

[Policy No. 916 - Volunteers](#)

Read - Acknowledge on PDE-6004 Volunteer Disclosure Form

[Policy No. 806 - Child Abuse](#)

Read - Acknowledge on PDE-6004 Volunteer Disclosure Form

[PA Dept of Human Services Volunteer FAQs](#)

Information Only - Volunteer Frequently Asked Questions

**Please keep copies of your clearances in case you need them elsewhere!**