

Procedures to Become an Approved WASD Volunteer:

1. Complete the online Volunteer Application Form (<http://www.wyoarea.org/about-us/volunteers/online-volunteer-application-form/>). A receipt confirmation of your Volunteer Application will be sent to your email.
2. Apply for clearances directly to the appropriate agencies. DO NOT mail the clearance request forms to the school district:
 - Act 34: Pennsylvania Criminal History Background Check (<https://epatch.state.pa.us/Home.jsp>)
 - Act 151: Pennsylvania Child Abuse History Clearance (<https://www.compass.state.pa.us/cwis/public/home>)
 - FBI Criminal History Record (https://www.pa.cogentid.com/index_pde.htm) (Only individuals who have resided in the state of Pennsylvania for a period of **less than 10 years** will need to obtain an FBI Criminal History Record)
 - If you have resided in Pennsylvania continuously for the past 10 years, please complete the Affidavit found on our website on the Volunteer page. (http://www.wyoarea.org/downloads/general/1516_voltaffidavit_20150628_074732_1.pdf)
3. When clearances are received bring the documents to the District Office. Please **DO NOT MAIL** the information to the District Office. When you come to the District Office, please have the following:
 - PA Criminal History Background Check (Act 34)
 - PA Child Abuse History Clearance (Act 151)
 - FBI Criminal History Record (if applicable) or the Affidavit attesting to living in Pennsylvania continuously for 10 years
 - PDE-6004 which can be found on our website on the Volunteer page

A district employee will scan the documentation for district files and return the originals to you. Please retain your originals and keep them in a safe place. You may use current clearances for other volunteer activities.
4. Approval by the School Board
 - Once volunteer paperwork has been received by the District, the School Board will consider your request to become a volunteer and will vote upon the request in a public Board Meeting.
 - You will be notified of your volunteer status after the School Board meeting.
5. Once volunteer status is approved, you will be notified of the process to secure a Volunteer Badge and lanyard.
6. Clearances will need to be renewed every **60 months**. Updated July 2015
 - If all clearances are not renewed at the same time, the date of the oldest clearance, rather than the most recent, is the date to be used for the renewal date.
7. The major changes to the clearance procedure are twofold:
 - Individuals must pay for clearances and will own them once received; the District will not own them nor maintain the original copies
 - Clearances must be renewed every **60 months** Updated July 2015
8. If you believe you qualify for financial assistance to defray the applicable clearance cost, please contact Charmaine Beck at 610-374-0739 extension 1117.