

Volunteer Procedure

- ◆ Penn View Christian School requires volunteers on our campus to have both a Pennsylvania Child Abuse History Clearance Check and a Request for Criminal Records Check on file. Clearance forms are available from the main office. Complete and submit the paperwork per the instructions on each form. Once you have received your clearances from the state, please submit a copy to the main office at Penn View.
- ◆ **Both** clearance forms are required for all parents who wish to volunteer in a classroom. **Both** clearance forms are required for all parents who wish to accompany students on a field trip. There will be **no** exceptions.
- ◆ Clearance forms are not required to do clerical work for a teacher while in the workroom. Clearance forms are not required to work at the hoagie sale, process paperwork for Race for Education, or work at the country auction (exception: Kids' Tent).
- ◆ When parents are invited to attend a special event in the classroom (such as Christmas parties, plays, etc.), clearances are not required as parents, in this situation, are considered 'invited guests'.

Please note: We do not accept church clearances from Accufax or other reporting services; we accept only clearances from the State of PA and the federal government.