

URGENT!

New School District Volunteer Requirements

The Philadelphia School District has increased its requirements for all volunteers in schools — effective immediately. Our teachers need volunteers very soon, so please complete these new steps ASAP:

Step	Is this step new?	Action needed	Links to more info and/or the forms needed
1	NEW	Fill out a Volunteer Application	http://tinyurl.com/school-volunteer-application
2	NEW	Read and sign the Volunteer Code of Conduct , <i>enclosed in this Pony</i>	http://tinyurl.com/vol-code-of-conduct
3	Not new	Fill out the Child Abuse History Clearance*	https://www.philasd.org/face/volunteer/fill-out-the-child-abuse-history-clearance/
4	Not new	Fill out the the PA State Criminal History Check*	https://www.philasd.org/face/volunteer/fill-out-the-pa-state-criminal-history-check/
5	NEW	a.) If you've lived in Pennsylvania for more than 10 years, sign the Volunteer Affirmation Form , <i>enclosed in this Pony</i> OR b.) If you've lived in PA for fewer than 10 years, complete the FBI Background Check* (will cost \$25)	https://www.philasd.org/face/volunteer/complete-fbi-background-check-or-sign-volunteer-affirmation-form/
6	NEW	Complete the Volunteer Orientation , either at an in-person training session or online (online sessions will be scheduled soon). Penn Alexander is trying to get in-person sessions scheduled at our school.	https://www.philasd.org/face/volunteer/complete-the-volunteer-orientation/
7	Not new	Print all your paperwork.	
8	Not new	Submit all paperwork to the Penn Alexander School office or email PDF to abullock@philasd.org .	

* The clearances for the Child Abuse History, PA State Criminal History, and the FBI background check are good for 5 years. If you've obtained them since they began to be required in 2015, you do not need to renew them now. If you already have them from your job or another organization, you just need to provide copies to the office.