



Opportunity · Unity · Excellence

Volunteering in Schools

Parent Volunteer Packet

Thank You!

We want to thank you in advance for your interest in volunteering in the Upper Darby School District. Volunteering in a school is an experience and a privilege for both the school and the volunteer. School volunteerism is designed to promote and maintain supportive and positive relationships with the students, teachers, and school staff. The students greatly appreciate the time you are willing to share through your volunteer work in our schools. We look forward to the many ways you will add tremendously to the educational experience of the students of Upper Darby School District.

Volunteer Guidelines

The Board of School Directors values the unique contributions made by parents/guardian volunteers to the educational and extracurricular programs of the school district. Accordingly, the Board encourages the use of parent/guardian volunteers, subject to certain requirements and procedures as set forth in the [Upper Darby School District Volunteers Policy](https://bit.ly/38efMRB) (<https://bit.ly/38efMRB>). Please review the policy and administrative regulations therein. Also, view the [Volunteer Guidelines for Principals/Athletic Directors/Coaches](https://bit.ly/3mF9gmu) (<https://bit.ly/3mF9gmu>).

How much does it cost to become a school volunteer?

For volunteers, the state of Pennsylvania has waived the cost of the state criminal check as well as the child abuse check. The cost of the FBI clearance is \$28.75 and the volunteer is responsible for that expense.

How do I become a school volunteer?

STEP 1	To be considered as a school parent volunteer in Upper Darby School District, you must contact the Principal of the school where you wish to volunteer to express interest.
STEP 2	All potential District volunteers are required to complete a Non-Staff Volunteer Application (916-AR-1) . See the attached application or visit https://bit.ly/38erRWT . Submit the completed application to your child's Principal for review and signature. Collect the signed application from the Principal for inclusion in your Volunteer Application packet.
STEP 3	<p>All potential District volunteers are required to submit the following clearances:</p> <ul style="list-style-type: none">✓ Act 34 PA State Police Criminal Background Check (https://epatch.state.pa.us/) – NO COST FOR VOLUNTEERS✓ Act 151 Childline Clearance - Child Abuse Clearance (https://www.compass.state.pa.us/cwis/public/home) <p>Once on the PA Child Welfare Information Solution website, you must create an account and establish a log-in. Once you have established an account, follow the instructions to apply for the child abuse clearance. There is NO COST for the clearance for volunteers. You will receive a confirmation email upon completion of your application and after payment is made. Print your Child Abuse Clearance for inclusion in your Volunteer Application Packet.</p> <ul style="list-style-type: none">✓ Act 114 FBI Criminal Clearance – Fingerprinting (https://www.identogo.com/locations/pennsylvania) <p>Once on the website, select the digital fingerprint and enter the code 1KG6XN.</p> <ul style="list-style-type: none">✓ Act 82 Arrest/Conviction Report and Certification (https://bit.ly/3kvUmoq) <p>Print and complete the form.</p>

STEP 4	<p>Mail or drop off your Volunteer Application packet [include all five (5) documents] to:</p> <p style="text-align: center;">Upper Darby School District c/o Office of Human Resources ATTN: VOLUNTEER PACKET 4611 Bond Avenue Drexel Hill, PA 19026</p>
STEP 5	<p>Once your Volunteer Application is approved, have your Principal sign the Photo Identification Badge Request Form (https://bit.ly/38gr5lR) for Approved Volunteers. Contact the Communications and Media Services office at 610 789 7200, ext. 3238 or bvanhorne@upperdarbysd.org (Bernadette Vanhorn, Secretary to the Director of Communications) to make an appointment to have your picture taken for your District Volunteer Badge. Volunteers are expected to wear the badge while on school grounds.</p>
STEP 6	<p style="text-align: center;">Contact your child's Principal to make arrangements to VOLUNTEER!</p>



**THANK YOU PARENT
VOLUNTEERS!**