

THE PATH TO BECOMING A SCHOOL VOLUNTEER

Step 1:

Complete our online Volunteer Application. The application can be found at www.philasd.org/face/volunteer And will ask questions about when you prefer to volunteer, what you would like to do in the school, and any special skills or expertise you might have.

Step 2:

Obtain the necessary clearances. The safety of Our students is our top priority, so we require all adult volunteers to obtain clearances before they begin volunteering in the school. See this page to learn more about our requirements.

Step 3:

Attend our Volunteer Orientation, either in-person or online. Before volunteering in our schools, you will need to learn about the basics of volunteering and recognizing the signs of child abuse. You can attend the orientation in-person (at 440 N. Broad or at your school), or you can take our online webinar.

Step 4:

Once you have completed all necessary clearances and completed our Volunteer Orientation, you should compile all documents and present them to Main Office in your school. See our Volunteer Paperwork Checklist in this brochure for a complete list of what you'll need to turn in.

Once your paperwork is submitted and the principal signs off, you can start volunteering!



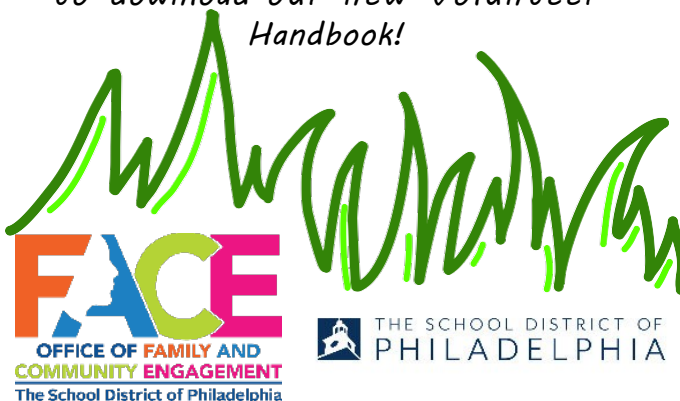
Call 215-400-4180,

Option #6

Contact

volunteer@philasd.org

Visit www.philasd.org/face/volunteer to find more helpful information and to download our new Volunteer Handbook!



Welcome!

We greatly value our volunteers, and we are so excited for you to share your special talents and time with our students! Thank you for your service.

WHO NEEDS CLEARANCES?

Any adult who wants to volunteer in the School District of Philadelphia needs to have the following clearances on file. A **"volunteer"** is defined as someone who is providing free services or support in our schools. Visitors—people who come into the school for special or one-time events—do not need to have clearances on file.

WHICH CLEARANCES DO I NEED?

- 1) Child Abuse History Clearance - FREE!
- 2) PA State Criminal Record Check - FREE!
- 3) Choose **ONE** of the following based on whether you have lived in PA for the past 10 years:

If you **HAVE** lived in Pennsylvania for the past 10 years...

Signed Volunteer Affirmation sheet

OR

If you have **NOT** lived in Pennsylvania for the past 10 years...

FBI Background Check with Fingerprinting - \$24.25

- 4) Certificate of Volunteer Orientation Completion

Go to www.philasd.org/face/volunteer to complete the Volunteer Orientation online or to see our schedule of in-person sessions at 440 N. Broad!

WHAT DO SCHOOL DISTRICT OF PHILADELPHIA VOLUNTEERS DO?

Volunteer opportunities vary by school and generally fall into these categories:

Instructional

Provide learning support to students under the direction of teachers or other school staff. Examples:

- Tutoring one-on-one or in small group settings in any subject
- Mentoring
- Reading support

Administrative

Help staff with tasks outside of the classroom, such as office work, cleaning spaces, and organizing materials. Examples:

- Making copies and stuffing folders
- Providing library assistance
- Organizing supplies and materials
- Sitting at the school's welcome/sign-in desk

Special Events

Facilitate classroom and school-wide special event programming throughout the year. Examples:

- Assisting with book fairs
- Supporting end-of-year Fun Days
- Helping with class parties
- Chaperoning field trips

Organizations

Schools have many group opportunities for volunteers as well! Examples:

- School Advisory Council (SAC)
- Home and School Association (HSA)
- Friends Of group
- Parent Teacher Association (PTA)

NOTE: All of the above examples, when done more than once, require Volunteer paperwork to be on file!

Volunteer Paperwork Checklist

Bring all of the following to your school in order to begin volunteering!

- ☒ Volunteer Code of Conduct Agreement
- ☒ Child Abuse History Clearance
- ☒ PA State Criminal Background Check
- ☒ FBI Background Check, **OR** Signed Volunteer Affirmation Sheet
- ☒ Certificate of Volunteer Orientation Completion

Whoshould I give my paperwork to?

You should bring all of the above paperwork to your school and give it to the school secretary, who will then give it to the principal or Volunteer Coordinator for review. After your paperwork is reviewed, it will be kept on file in a secure storage unit.

When can I begin volunteering?

Once the principal signs off on your Volunteer Code of Conduct Agreement, you can begin volunteering!

Can I volunteer without paperwork?

All volunteers may be given **ONE** "freebie" in which they can volunteer without paperwork on file. For **field trips**, volunteers may chaperone up to **TWO** times without paperwork on file. This is at the school principal's discretion.



All volunteer forms are available online at:
www.philasd.org/face/volunteer