

Volunteer Checklist

Westinghouse Arts Academy Charter School

Volunteer Name: _____

Club, event or activity name: _____

Volunteer Status (Circle One) All School Year Volunteer Specific Activity

If specific activity, please enter date(s) and time(s):

CLEARANCES RECEIVED

All volunteers MUST have on file the following clearances.

ACT 34 PA State Criminal Record Check/ Date Issued: _____

ACT 151 PA Child Abuse History Check/ Date Issued: _____

ADDITIONAL CLEARANCES

In some situations these clearances may be required. You will be notified if they are.

ACT 24 Arrest of Conviction Clearance/ Date Issued: _____

ACT 114 FBI Fingerprint Clearance/ Date Issued: _____

Will the volunteer be driving students? YES NO

If YES, we need copies of the following:

Current Driver's License

Current Auto Insurance

Current Auto Registration

POLICIES

Signed "Policies for Volunteers"

Who Can Volunteer?

Under Pennsylvania Law, all volunteers working with children MUST provide the required clearances and background checks before volunteering.

What is required?

- ACT 34 PA State Criminal Record Check
 - <https://www.education.pa.gov/Educators/Clearances/PATCH/Pages/default.aspx>
- ACT 151 PA Child Abuse Check
 - <https://www.education.pa.gov/Educators/Clearances/DHS/Pages/default.aspx>

If you will be driving any students you will also need copies of:

- Current Driver's License
- Current Auto Insurance
- Current Auto Registration

OTHER CLEARANCES

In some situations these clearances may be required. You will be notified if they are.

- ACT 24 Arrest of Conviction Clearance
 - <https://www.education.pa.gov/Educators/Clearances/Laws/Pages/Act24.aspx>
- ACT 114 FBI Fingerprint Clearance
 - <https://www.education.pa.gov/Educators/Clearances/CHRI/Pages/default.aspx>

Clearances, once on file are valid for 5 years.

Who do I turn my clearances into?

All Clearances will go directly to Alex Boyd to record them in the system. Once in the system, information will be filed in the volunteer records maintained by the Westinghouse Arts Academy HR Department.

Policies for Volunteers

All volunteers of Westinghouse Arts Academy Charter School must observe the following rules:

1. Volunteers must follow the same dress code applicable to students.
2. Volunteers will not lend money or bring gifts other than stickers and greeting cards to individual students unless authorized by the building principal or designee.
3. Volunteers will not transport students unless approved by Westinghouse Arts Academy.
4. Volunteers will not photograph or videotape students unless authorized by Westinghouse Arts Academy.
5. Volunteers will not date students, have sexual relationships with students or arrange to meet students outside the regular school day or during school-sponsored events or activities.
6. Volunteers will not dress students, provide personal hygiene assistance or supply medication to students.
7. Volunteers will use universal precautions to avoid contact with body fluids.
8. Volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with district policy.
9. Volunteers will not search students or student property.
10. Volunteers will not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment. If the volunteer believes a student's clothing is disruptive or promotes disruptive behavior, the volunteer will contact a staff member immediately.
11. Volunteers must report suspected cases of abuse or neglect to a staff member immediately.
12. Volunteers will follow all the policies, procedures and other rules established in the district and all applicable laws.
13. Volunteers must never be alone with a student or stationed near changing rooms, this includes backstage unless working on a production. If working in the area of costumes, any costume volunteer should never be alone with student actors in dressing rooms. Working in pairs is a must.

The role of volunteers is to assist, but not replace or assume the professional or paraprofessional responsibilities or authority of, the Westinghouse Arts staff. Volunteers shall not provide regular instruction or educational training to students enrolled in the School District. Under no circumstances shall volunteers be permitted to administer or enforce discipline upon students enrolled in the school district; instead, volunteers should immediately notify a WAA staff member. The Building Principal or designee shall assume general authority and responsibility over all volunteers serving at this site. The Production Manager will assume general authority and responsibility over all volunteers for the Performing Arts Center.

By signing here, I agree that all the information I have provided is true and correct to the fullest extent of my knowledge. I further agree to abide by the volunteer policies provided to me in the above document.

Signature Name

Printed Name

Date