Office of Human Resources
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VOLUNTEER DOCUMENTATION CHECKLIST

✔ REQUIRED ◐ If Applicable ⊘ Not Required

VOLUNTEER NAME: _____

	Volunteer Disclosure Form (PDE-6004)	State Clearance	Child Abuse Clearance	FBI Clearance (lived in PA < 10 years)	Policy 809 & 916 Acknowledgement	TB Test (10 hours or more per week)	Emergency Contact Information
☐ **Visitors / Non-Routine Volunteers** Any individual who voluntarily provides a service to the District for single events (on a non-routine/repetitive basis) completed in one to two school days and does not have unsupervised contact with students. Examples of single event volunteers include Spring Fair volunteers, Field Day volunteers, and Book Fair volunteers.	✔	⊘	⊘	⊘	⊘	⊘	✔
☐ **Routine Assistive Volunteer** Any individual who voluntarily provides services to the school District without compensation on a routine/repetitive basis, and who: (1) works directly under the supervision and direction of a teacher or administrator employed by the district; and (2) does not provide direct services to students or have unsupervised contact with students. Examples of routine assistive volunteers include homeroom parents/guardians; individuals who volunteer to assist in the planning or conducting of classroom celebrations; concert/performance ushers; and individuals who help manage, officiate or perform functions ancillary to an athletic event or extracurricular activity.	✔	⊘	⊘	⊘	⊘	⊘	✔
☐ **Independent Volunteer** Any individual who voluntarily provides services to the school district without compensation on a routine/repetitive basis, and who: (1) works under the general direction and supervision of a teacher of administrator employed by the district; and (2) provides direct services to students or may, from time to time, have or may be reasonably expected to have unsupervised contact with students. Examples of independent volunteers include volunteer tutors and chaperones for overnight field trips.	✔	✔	✔	◐	✔	◐	✔
☐ **Volunteer Sports Coach or Activity Advisor** Any unpaid individual who regularly assists a paid coach or advisor in a sport or other extra-curricular activity. Volunteer coaches or advisors may work directly with students on activities and techniques. A volunteer sport coach or advisor may be asked to assume responsibilities of a paid coach or advisor in an emergency situation.	✔	✔	✔	✔	✔	✔	✔

Please keep copies of your clearances in case you need them elsehwere!

QUICKLINKS TO DOCUMENTS

Volunteer Disclosure Form (PDE-6004)
All Volunteers must complete

PA State Clearance for Volunteers
Free - Good for 5 years

PA Department of Human Services Child Abuse
Free - Good for 5 years

Department of Human Services FBI Clearance
Only required if you lived in Pennsylvania less than 10 years at the time of application
Fingerscans can be obtained at Oxford Area School District or Chester County IU

Policy No. 916 - Volunteers
Read - Acknowledge on PDE-6004 Volunteer Disclosure Form

Policy No. 806 - Child Abuse
Read - Acknowledge on PDE-6004 Volunteer Disclosure Form

PA Dept of Human Services Volunteer FAQs
Information Only - Volunteer Frequently Asked Questions

Please keep copies of your clearances in case you need them elsehwere!