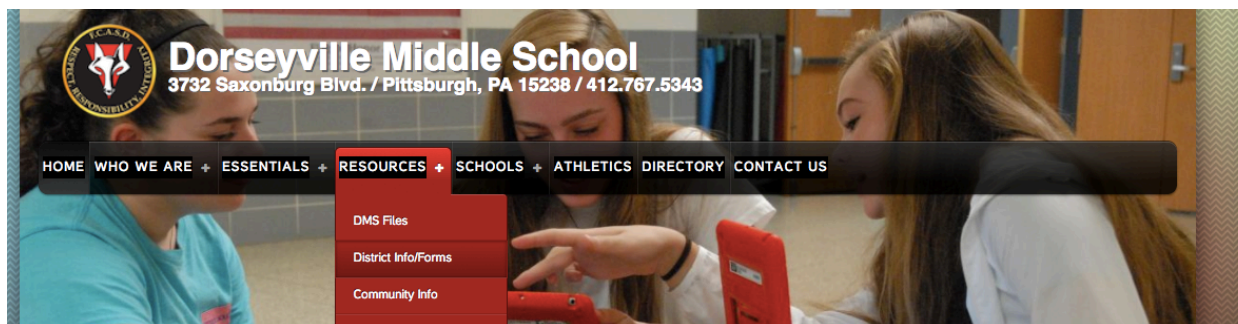


We'd Love to have you Volunteer!

Fox Chapel Area School District greatly appreciates all of our volunteers who provide much needed assistance to students and teachers in so many ways.

To view our volunteer manual, visit www.fcasd.edu, locate your school, find the dropdown RESOURCES menu, and choose District Info/Forms.

The last link on the page is the Volunteer Manual. (Example below)



It's easy! We need **four** documents:

[Act 151 Pennsylvania Child Abuse Clearance \(FREE\)](#)

[Act 34 PA Criminal History Clearance \(FREE\)](#)

[Act 114 FBI Criminal History Report \(\\$24.25\)](#)

[Volunteer form for the district \(FREE\)](#)

- **ALL volunteers MUST submit clearances.**
- **Submitted clearances must be less than a year old – no exceptions. We can only verify clearances that were completed in 365 days or less.**
- **ALL volunteers MUST submit clearances.**
- **FBI Clearances must be done through the DEPARTMENT OF EDUCATION – we cannot verify clearances through a different department. If you have FBI clearances through another department they will need to be redone, regardless of occupation.**
- **We do not accept the 10-year PA resident waiver.**
- **Clearances can be scanned/emailed to volunteers@fcasd.edu, given to your building secretary or mailed to the attention of the Volunteer Coordinator, 611 Field Club Road, Pittsburgh, PA 15238.**
- **Clearances will be verified within 1-2 weeks of submission. You will receive an email when they are verified and approved.**

FAQ's

Why do I have to have clearances to volunteer?

To stay compliant with PA Code and District Policy.

How long are clearances valid with the district?

Five years from the oldest clearance date.

Where can I get fingerprinted? How does that work?

There is a list of locations in the volunteer manual. You register online using the link above or in the volunteer manual, select DEPARTMENT OF EDUCATION (**NOT the Department of Human Services**), register and pay. You will receive a form to take to a fingerprinting agency (mostly at designated UPS stores). After being fingerprinted you will receive a **PAE number**. The **PAE number** is what we need to verify that you were fingerprinted. Submitting your receipt to us with your PAE number on it will suffice or you can submit the clearance sent to you via US mail.

How do I apply for my other two clearances?

Register online using the links above or in the volunteer manual and your certificates will be emailed to you within one week. You can then forward them to volunteers@fcasd.edu along with your FBI Clearance and volunteer form.

Where can I find the volunteer form?

You can access the form by using the link above or in the online volunteer manual.

I have my badge at a different school in the district – can I have it transferred to another building?

Yes, contact your building secretary... or call the community help desk at 412-967-2588 and leave a message for the volunteer coordinator to transfer your badge.

I have a child in elementary and one at DMS and/or high school – can I get another badge for that building as well?

Yes, call the community help desk and the volunteer coordinator will send another badge to the requested building.

I have clearances from my child's former school, two years ago, can I use those?

All new volunteers must present clearances less than one year old.

Do I have to send my original clearances? I might need them for another volunteering program.

No, you only need to send a copy.

For complete instructions, links to required departments and the volunteer form – please visit the volunteer manual on our website.