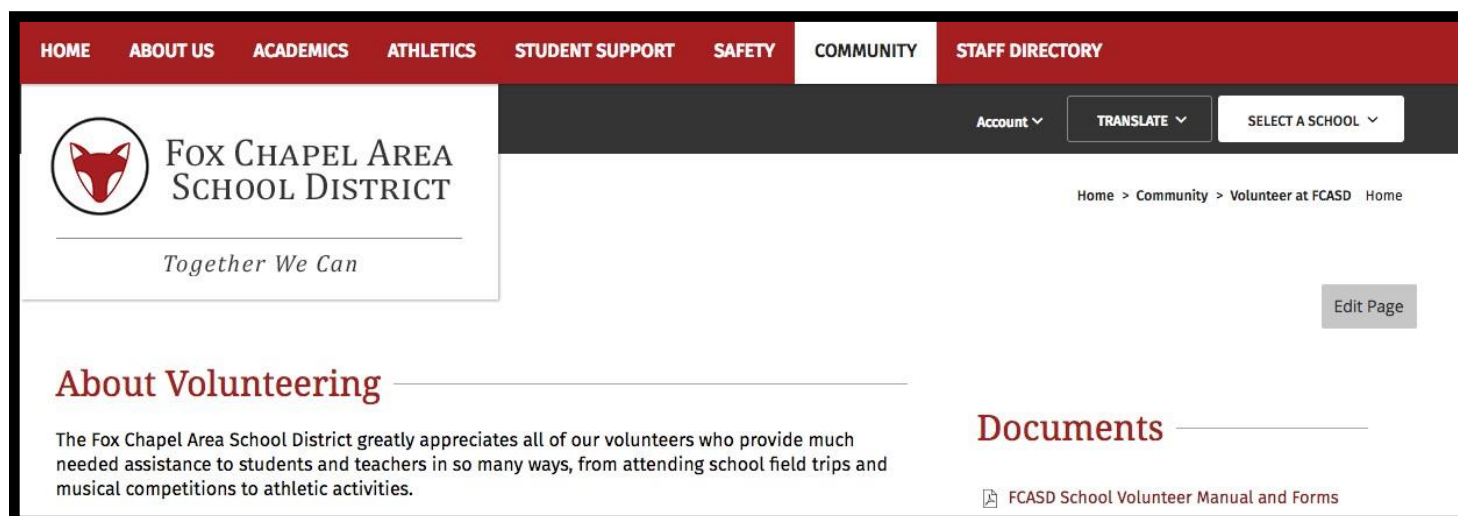


# We'd Love to Have You Volunteer!



The screenshot shows the website header with navigation tabs: HOME, ABOUT US, ACADEMICS, ATHLETICS, STUDENT SUPPORT, SAFETY, COMMUNITY (selected), and STAFF DIRECTORY. The Fox Chapel Area School District logo and tagline "Together We Can" are on the left. On the right, there are links for "Account", "TRANSLATE", and "SELECT A SCHOOL". The breadcrumb trail reads "Home > Community > Volunteer at FCASD". Below the header, the page title is "About Volunteering" and the text states: "The Fox Chapel Area School District greatly appreciates all of our volunteers who provide much needed assistance to students and teachers in so many ways, from attending school field trips and musical competitions to athletic activities." To the right, under the heading "Documents", there is a link for "FCASD School Volunteer Manual and Forms".

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, please visit the [volunteer section](#) under the "Community" tab on our website.

It's easy! We need **three** documents: [Act 151 Pennsylvania Child Abuse Clearance \(FREE\)](#)  
[Act 34 PA Criminal History Clearance \(FREE\)](#)  
[Act 114 FBI Criminal History Report \(\\$23.85\)](#)

When all three documents are complete, please upload them using the [Raptor system](#). Read below for further instructions.

- ALL volunteers MUST submit clearances.
- Prospective volunteers must apply using the [Raptor system](#) through FCASD. All clearances must be completed before you can apply. The system will not save your information until all three documents are uploaded simultaneously.
- Hard copies AND clearances sent via email are NOT accepted.
- Submitted clearances must be less than a year old - no exceptions. We can only verify clearances that are less than 365 days old.
- FBI clearances must be completed through the Department of Education using our service code (1KG6Y3) - we cannot verify clearances through a different department or service code. If you have FBI clearances through a different department or service code they will need to be redone, regardless of occupation.
- We do not accept the 10-year Pennsylvania resident waiver.
- You will receive an email when your clearances have been verified and you are approved to volunteer.
- You will be notified via email 90 days and again at 30 days before your clearances with the district expire.

- PLEASE NOTE TIMELINE FOR APPROVAL: Clearances are verified at the beginning of every month and only once a month. Provided that all information submitted is correct, prospective volunteers can expect to wait 30-60 days before approval. (See the chart below for a general timeline.)

| Submit Clearances | Volunteer Approved | Submit Clearances | Volunteer Approved |
|-------------------|--------------------|-------------------|--------------------|
| January 1 - 31    | March 1            | July 1 - 31       | September 1        |
| February 1 - 28   | April 1            | August 1 - 31     | October 1          |
| March 1 - 31      | May 1              | September 1 - 30  | November 1         |
| April 1 - 30      | June 1             | October 1 - 31    | December 1         |
| May 1 - 31        | July 1             | November 1 - 30   | January 1          |
| June 1 - 30       | August 1           | December 1 - 31   | February 1         |

## FAQs

### Why do I have to have clearances to volunteer?

To stay compliant with Pennsylvania Code and FCASD policy.

### How long are clearances valid with the district?

Five years from the oldest clearance date.

### What is the service code to register online for the [FBI Clearance](#)?

The service code for volunteering through the Department of Education is 1KG6ZJ.

### Where can I be fingerprinted? How does that work?

Click [here](#) to search for a location near you. Once you register online using the link above, you are able to be fingerprinted. Once complete, your "unofficial" FBI clearance is what you will upload [to Raptor](#).

### How do I apply for my other two clearances?

Register online using the links above, and your certificates will be emailed to you, generally within one week.

### Once approved, where can I volunteer?

Once you are approved to volunteer, you can volunteer anywhere in the district.

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

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

### Am I able to obtain a copy of my clearances to use for another program outside of the district?

The district does not provide copies of clearances to volunteers. All volunteers must keep a copy of their own clearances.

Have other questions? Please direct them to the volunteer coordinator at [volunteers@fcasd.edu](mailto:volunteers@fcasd.edu).

*For more information - please visit the [volunteer section](#) of our website under the "Community" tab.*