



MANHEIM TOWNSHIP SCHOOL DISTRICT

DISTRICT OFFICE

450A CANDLEWYCK ROAD LANCASTER PA 17601
(PH) 717.569.8231 (FAX) 717.569.3729
www.mtwp.net

VOLUNTEER CHECKLIST- PRINT AND BRING WITH YOUR CLEARANCES

NOTE: Your clearances need to be turned in to the District Office located at the above address between the hours of 7:30am-4:30pm. Call 717-569-8231 ext. 3015 with any questions.

Volunteer Name: _____

Date completed:

Date due again:

_____ **Volunteer Confidentiality Agreement** _____
(Be sure the email address is written clearly-O or zero, one of I, etc.)

_____ **Act 24 Arrest & conviction report form** _____
(new form due **EVERY** year which can be delivered directly to the school secretary or the district office.)

_____ **PA Residency Certificate/Affidavit** _____

_____ **PA Child Abuse History Certification** _____
(Dated within the past 5 years)

_____ **PA State Police Criminal Record Check** _____
(Dated with the past 5 years)

_____ If PA Resident for **Less Than 10 Consecutive Years:** _____
FBI Criminal History Fingerprint Clearance
(dated with the past 5 years)

Driver's License
(Must be brought to the District Office to be viewed, verified and copied.)

Additional info:

.....Clearances are valid for 5 years from issue date. Act 24 is valid for 12 months.

.....You will be notified via email when you have been approved.

.....Watch website for updates: www.mtwp.net, community- volunteer information