

# MONTOUR SCHOOL DISTRICT

The Montour School District is grateful for each parent and community member who contributes to the success of students. A volunteer is defined as an individual in an unpaid position with a program, activity or service who is individually responsible for the welfare of one or more children or has direct contact with children. The District's Amended Policy 6011 defines direct contact as the "possibility of care, supervision, guidance or control of children or routine interaction with children."

The Montour School District requires **ALL** volunteers to obtain the following clearances. The costs of the clearances will be incurred by the volunteer.

- a. Child Abuse
- b. Criminal History
- c. FBI Criminal History **or** Affidavit

*These clearances are valid for five (5) years:*

## **Submission Process:**

- I. **Volunteers must complete a volunteer application annually.** Directions on how to complete clearances and the volunteer application can be found on the Human Resources Website.
- II. Once clearances and application are complete, they must be submitted to Human Resources at: [volunteers@montourschools.com](mailto:volunteers@montourschools.com).
- III. Human Resources will maintain a master list of cleared volunteers. This list will be shared with building secretaries.
- IV. The **deadlines to turn in clearances** and applications each school year **are October 1<sup>st</sup> and February 1<sup>st</sup>**. **Clearances submitted after** those dates **WILL NOT** be processed until the next semester processing period.
- V. Volunteer clearances are valid for five (5) years. Once a clearance has expired, the Office of Human Resources will remove the volunteer from the list. It is the responsibility of the volunteer to track and renew their clearances.