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| Council Rock School District |  |

# Career Ready - Volunteer Checklist

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| COMPANY INFORMATION | |
| Company Name: |  |
| Volunteer Name: |  |
| Address: |  |
| Telephone number: |  |
| Email Address |  |
| Date |  |

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| CHECKLIST | | |
|  | Pennsylvania State Police Clearance | <https://epatch.state.pa.us/Home.jsp> |
|  | Pennsylvania Childline Abuse Clearance | <https://www.compass.state.pa.us/cwis/public/home> |
|  | If you have lived in Pennsylvania for the last 10 years, you will submit the CR Affidavit Form (this form must be notarized) | <http://www.crsd.org/cms/lib5/PA01000188/Centricity/Domain/11/CRSD%20Volunteer%20Affidavit.pdf> |
|  | If you have not lived in Pennsylvania for the last 10 years, you must complete a FBI fingerprint clearance. | <http://www.pa.cogentid.com/index_pde.htm> |
|  | TB Test - Volunteers (classroom/school) who spend **10 hours or more a week** with students MUST submit results of a recent TB test prior to volunteering. Those who must complete a TB test can either mail the completed test to our address or drop it off at our office.  | TB tests are available through your doctor's office, a minute clinic or a local pharmacy. The TB test is a 2-day process; one day to administer the test and one day to read the results. |

Volunteer paperwork (with the exception of the TB Test, and notarized Volunteer Affidavit) should be submitted online through the Volunteer posting by following [this link](https://apps.raptortech.com/Apply/MjQxOTplbi1VUw==). Complete the online application and upload your clearances to the appropriate page. The TB Test and notarized Volunteer Affidavit may be sent to:

Council Rock School District

Chancellor Center – Attention- Monica McLaughlin

30 North Chancellor Street

Newtown, PA 18940

Questions may be directed to [mmclaughlin@crsd.org](mailto:mmclaughlin@crsd.org) or 215-944-1000.