

Council Rock School District

LINCS – Agency and Supervisor Pre-Approval Check List

NON-PROFIT INFORMATION	
Name of Organization	
Name of Volunteer Coordinator who directly supervise LINCS student(s) and will sign LINCS form:	
Address:	
Telephone Number:	
Email Address	
Date	

FOLLOW LINKS TO CHECK OFF 3 OF THE 4 BOXES BELOW	
<input type="checkbox"/> Pennsylvania State Police Clearance	https://epatch.state.pa.us/Home.jsp
<input type="checkbox"/> Pennsylvania Clearance Statement (Child Abuse)	https://www.compass.state.pa.us/cwis/public/home
<input type="checkbox"/> 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
<input type="checkbox"/> OR If you have not lived in Pennsylvania for the last 10 years, you must complete a FBI fingerprint clearance.	Federal Criminal History: When registering, you must use the following code: <u>The Service Code for VOLUNTEERS is 1KG6ZJ.</u>
<input type="checkbox"/> TB Test – Volunteers/Supervisors (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.	<u>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.</u>

May the Council Rock School District list the name of your non-profit organization and contact in our web-based resource directory?

- ☐ Yes - Please circle your preferred contact information. E-mail Telephone Both
- ☐ No

For questions, you may email Monica McLaughlin at mmclaughlin@crsd.org

Please return the completed LINCS Checklist to the Office of Human Resources, Council Rock School District, 30 North Chancellor Street, Newtown, PA 18940 or fax 215.944.1031 or scan to mmclaughlin@crsd.org