



Shippensburg Area School District

Volunteer Handbook

2020-2021



Shippensburg Area School District
317 North Morris Street
Shippensburg, PA 17257

(717) 530-2700

Dear SASD Volunteer:

I personally welcome you to our schools and thank you for volunteering your services to the students and staff of Shippensburg Area School District. Please know that our district places great value on community involvement in the schools. All members of the community have a role in educating and preparing our children to be productive members of society. Therefore, the Shippensburg Area School District deemed it appropriate to establish a relevant, district-wide, ongoing volunteer program.

Research states that children whose parents are involved in their schooling achieve and succeed at a higher level than those whose parents are not involved. Therefore, parents are necessary allies for school personnel, and students benefit from having community residents involved in their schools and seeing the value they place on supporting our educational system. Shippensburg is a community rich in resources, and we invite you to share your time, skills, and areas of expertise.

The safety of our students remains a priority in the SASD. Therefore, clearances will be required of all volunteers. Information on clearances can be obtained at the office of each school building. All volunteers will be required to have a Tuberculosis (TB) Skin test before working with students and each year an SASD affidavit will be required. Once all the required paperwork and testing have been completed, all volunteers must meet with the building principal or their designee for instruction on the processes and rules of volunteering in each building. Training for mandated child abuse reporting is available if you are interested in taking it. Once accomplished, the volunteer must be recommended by the building administrator prior to their volunteer service.

Again, thank you for becoming involved. Each of us in the district look forward to working with you in a joint commitment to give the children of Shippensburg Area School District the best possible education.

Sincerely,

Tina Clever
HR Director



SCHOOL-COMMUNITY VOLUNTEER PROGRAM

WELCOME TO OUR SCHOOLS

The purpose of this handbook is to provide you, the prospective school-community volunteer, with basic information about our program. While certainly not all-inclusive, the handbook is designed to introduce you to the many volunteer opportunities within our schools.

Whether you can make a regular time commitment on a weekly basis or would just like to get more involved in a vital community effort, your interest is welcome. We hope that the pages that follow will better acquaint you with this ever growing and important part of our school district.

VOLUNTEERS -- WHAT WE BELIEVE

Shippensburg Area School District Volunteer Program endorses the following beliefs:

1. Using volunteers in the schools is beneficial to everyone involved.
2. The district should seek and use a wide variety of parent community volunteers to supplement the efforts of the professional staff.
3. Volunteers are concerned adults who respect the privacy and confidential rights of others while being respected by the staff for their contributions to our students.
4. The volunteer program should be developed in a structured manner that enhances the success of both school and volunteer efforts.
5. Volunteers make a valuable and unique contribution by:
 - (a) providing understanding, appreciation and tolerance across generations and cultures.
 - (b) offering an effective antidote for student alienation, low self-esteem and self-absorption.
 - (c) demonstrating the importance of community service to all touched by the program's efforts.
6. The volunteer program will create stronger community/school relationships by fostering a sense of:
 - (a) unity among all people who comprise our school district.
 - (b) common ownership in the success of our schools.
 - (c) adult identification with and more direct involvement in the schools and their students.



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VOLUNTEER OPPORTUNITIES

Volunteer positions in the school district are as numerous and varied as the diverse tasks we perform in educating our students. In addition to meeting differing needs at each building, volunteer roles also depend on your personal interest, background and expertise. All volunteer opportunities must be approved by the building administration. The list below summarizes many of the opportunities available to volunteers across the Shippensburg Area School District.

CLASSROOM:

- Tutor – individual or small group of students
- Webpage design
- Photocopying for teachers
- Preparation of items for bulletin boards
- Guest speaker
- Chaperone field trips and events
- Guest reader/storyteller

PTO:

- PTO activities – festivals, telephoning, etc.
- School Fundraisers

SCHOOL ACTIVITIES:

- Book fairs
- School Store
- Picture Day
- National School Lunch
- Science Fair
- 8th grade Civil War Day
- Field Day
- Special Olympics
- Videotaping concerts & special events
- School dances



VOLUNTEER GUIDELINES

While no manual can answer everyone's questions, the guidelines below respond to those basic concerns most typically expressed by new volunteers. They are grouped to help you better function with the (1) Volunteer Program (2) school staff (3) students. Remember that the principals and individual teachers will be available to answer your questions.

1. Working with the Volunteer Program

Match your interest and time availability with school needs; consult the building office for specific details regarding school needs, requirements, and scheduling options.

Keep direct lines of communications open in the event of your absence or schedule changes; know when and who to contact if issues arise. If you cannot fulfill your commitment for any period of time, please notify the building office, the teacher or staff member who was expecting you so other plans can be made.

Follow district and school procedures identified by each building for signing in/out, wearing identification badges, using school materials, collecting money, and maintaining health/security standards. Know emergency procedures for fire, illness, etc.

Observe full confidentiality regarding information, events, and people you come in contact with during your assignment.

2. Working with the School Staff

Know your area of responsibility; volunteer activities should support efforts of staff members, but cannot replace them or exceed their authority.

Seek advice and direction from those directly in charge; school employees (e.g, teachers, counselors, secretaries, etc.) are trained and responsible for their tasks. By law, you cannot substitute for professional personnel or supplant the work duties of district support staff.

Maintain a spirit of partnership and cooperation with all staff members. A positive attitude by both staff and volunteers is essential to school success.

Share information and suggestions with your staff partner; should problems ever arise, consult the building office for assistance.



3. Working with Students

Be yourself! Warmth and friendliness foster volunteer-student relationships.

Maintaining a sense of humor and comfort will ensure your success with young people.

Always be consistent with the specific rules and practices maintained by your staff partner. For more information on rules, ask for a handbook in your assigned building.

Maintain your position of responsibility at all times; family or neighborhood relationships should never conflict with your role as a volunteer.

Learn names and procedures quickly; if in doubt, ask your staff partner or any nearby staff partner.

Be aware of individual student problems, deficiencies and special needs. Sensitivity to student differences is critical at all grade levels.



QUESTIONS AND ANSWERS

People interested in school volunteering ask good questions. While all of your concerns may not be met below, here are some of the most common questions and answers about the School-Community Volunteer Program:

Q - Why volunteer?

A - As schools and children have become more complex, a greater need exists for help and support beyond that provided by the regular staff. You can meet these needs, while becoming personally enriched by the meaningful experience of working with young people and contributing to your community.

Q - Who is qualified?

A - Anyone interested in contributing his or her interest, talents and experience can volunteer as long as they meet the requirements and obtain the appropriate clearances. Parents, senior citizens and people from every walk of life are needed. You need not have any special training or occupation merely an interest in getting involved.

Q – Are there any requirements for volunteers?

A – The PA Public School Code requires that volunteers working with children must have a TB test on record with the school district. These will be provided by the school nurse at no charge or by submitting recent test results (within 1 year) from an outside provider. (See appendices) Volunteers will need current clearances required by state and federal law. Clearances must be updated every 60 months even if you volunteer continuously in the district. Each school year, an affidavit needs to be notarized and given to the building where you volunteer. Volunteers may take mandated child abuse reporting training through the district.

Q - Can I fit volunteering into my busy schedule?

A - While some volunteer positions require regular time commitments, most volunteers contribute according to their own availability. Many needs arise only on a periodic basis and some tasks can be performed evenings or weekends.

Q - Are school volunteers covered under the school district's liability policy?

A - While performing school obligations in our district, volunteers are covered under the school district's liability insurance policy. In addition, the volunteer's personal safety is protected by a volunteer accident insurance policy paid for by the school district.



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Q - Will the school make provision for volunteer parking and will there be places to hang coats and store personal belongings?

A - Provisions have been made for these needs, but each building's accommodations are different. A one-page information sheet answering such questions will be made available to you at your assigned school buildings.

Q - Will I have input into the program?

A - Because the school district has always been committed to community involvement, volunteers are invited to voice concerns and offer suggestions about the program to the building principal.

Q - What will my status be as a non-staff member?

A - Volunteers are viewed by our administrators and staff as important contributors to student success. Every effort has been made to provide our volunteers with training, assistance and support. Students, especially in the early grades, enjoy having parents and neighbors show an interest in their school day.



Information for Volunteers about Recognizing Child Abuse and the Reporting Process

Board policy #806 provides guidance for volunteers to define child abuse and provide information to report suspected child abuse.

Child abuse is defined as intentionally, knowingly or recklessly doing any of the following:

1. Causing bodily injury to a child through any recent act or failure to act.
2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
3. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
4. Causing sexual abuse or exploitation of a child through any act or failure to act.
5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
7. Causing serious physical neglect of a child.
8. Engaging in any of the following recent acts:
 - a. Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
 - b. Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
 - c. Forcefully shaking a child under one (1) year of age.
 - d. Forcefully slapping or otherwise striking a child under one (1) year of age.
 - e. Interfering with the breathing of a child.
 - f. Causing a child to be present at a location while a violation of 18 Pa. C.S. § 7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement.
 - g. Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known: Is required to register as a Tier II or Tier III sexual offender under 42 Pa. C.S. Ch. 97 Subch. H (relating to registration of sexual offenders), where the victim of the sexual offense was under eighteen (18) years of age when the crime was committed; has been determined to be a sexually violent predator under 42 Pa. C.S. § 9799.24 (relating to assessments) or any of its predecessors; or has been determined to be a sexually violent delinquent child as defined in 42 Pa. C.S. § 9799.12 (relating to definitions).



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9. Causing the death of the child through any act or failure to act.

If a volunteer suspects child abuse they shall immediately make a report. A volunteer shall also inform the school principal and may even work with the principal to make the report. An electronic report can be completed at compass.state.pa.us/CWIS or the volunteer can call ChildLine at 1-800-932-0313. Step by Step reporting processes are available on the District webpage www.shipk12.org under Parents/Students and Volunteers. Additional information specific to child abuse can be found at www.KeepKidsSafe.pa.gov.



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APPENDICES

TUBERCULIN TEST INFORMATION & INDIVIDUAL BUILDING INFORMATION



MEMORANDUM

TO: Volunteers

FROM: Shelly Kwaitkowski
School Nurse

SUBJECT: Tuberculin Test

Pennsylvania Public School Code requires all school employees, including volunteers to obtain a test for tuberculosis prior to employment or service. A “volunteer”, according to School Law, is “any unpaid person who provides direct services to pupils on behalf of a school for whatever period of time”. According to Pennsylvania Department of Health, if a volunteer has a recent TB test results on file with the district (or a copy of results from an outside provider) they are not required to have further TB test unless they are exposed to a case of active Tuberculosis.

What is a tuberculin test?

Tuberculosis is a reportable communicable disease, which is both preventable and curable. The tuberculin test is a harmless skin test that shows if a person has been exposed to TB germs. The test is provided routinely to children as babies and school children as part of their wellness care.

The test is done by a small skin test application using a tiny needle on the forearm and is to be read within 48-72 hours. The test is administered and read by a school health professional.

If a test is negative, there is nothing to be done. If a test reads “positive”, further testing will be necessary and can be provided by the family physician or, at no cost, by the State Health Clinic in Chambersburg.

How does a volunteer get tested?

The Shippensburg Area School District will provide free testing. Testing can be done any Monday, Tuesday, Wednesday, or Friday at the Senior High School nurse’s office from 8:00 a.m. to 1:00 p.m. In order to prepare for your test, PLEASE CALL AHEAD to Shelly Kwaitkowski, school nurse, at 530-2730, option 4 or ext. 6930 to set up a time to come in for your test. Plan to return 48-72 hours later for reading.

If you are unable to attend during these hours, please call the school nurse for an alternative time and every effort will be made to accommodate you.

You can choose to have the tuberculin test by your family physician and submit a copy of the results. Or, if you have had a tuberculin test within the past three months, a repeat is not necessary. A copy of results can be sent to the building office in which you will be volunteering.



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Volunteer Program
James Burd Elementary School
600 Brad Street, Shippensburg, PA 17257
(717) 530-2780

Welcome! Thank you for volunteering to serve at James Burd Elementary School. Your role will be important in working with our students and staff and in helping us to maintain and improve our programs and services. We are looking forward to working with you.

The following information is intended to make your volunteer time more organized and comfortable. If you have any questions, please call us at 530-2780.

Parking - Parking is available in our lower parking lot off of Hollar Avenue or on Brad Street in front of the school. Due to street sweeping, do not park on the street the first Monday of each month.

Check-in - When entering the building, please register in the office so we can provide an identification tag and assist you to your assigned location. Coats may be hung on coat rack in the cafeteria.

Restrooms - Adult restrooms are located in the hallway by the faculty lounge that leads to the stage.

Lunch - Volunteers are welcome to purchase an adult lunch. Please notify the cafeteria in the morning if you know in advance you will stay for lunch. Coffee and snacks are available in our faculty lounge for a small price.

Work area - The work area for you will vary with the task. Supplies and equipment will be provided for you.

Tobacco Use - Our policy prohibits all use of tobacco in school buildings, on school property, on school buses, in school vehicles, or when supervising students.

Thank you again for volunteering to serve in our school. Do not hesitate to contact us with any questions or concerns.

Educating everyone takes everyone.

Matthew Flohr, Principal



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Volunteer Program
Nancy Grayson Elementary School
301 Lurgan Avenue, Shippensburg, PA 17257
(717) 530-2770

Welcome! Your role at Nancy Grayson will be a vital one for our students and staff as we benefit from your skills to make our program better. Your contribution will greatly increase our students' success and our teachers' effectiveness. We are sure that you will enjoy being in our school and helping our students and teachers. Working together we can achieve great things. Once again, welcome--we're glad you're going to help us!!!

The information listed below is intended to make your volunteer time with us more comfortable and organized. If you have any questions, please call.

Parking - parking is available on our school lot in designated areas in front of the building and along Lurgan Avenue as provided by the Borough of Shippensburg.

Check-in - when entering the building, please register in the office so that we can provide you with an identification tag and escort you to your assigned location.

Belongings - coats will typically be hung on racks provided in the lobby area (front hallway). Valuables should be kept with you at all times.

Lunch - volunteers are welcome to purchase lunch in our Cafeteria at the adult cost. Prior notification is not necessary. Coffee is available in our Faculty Room.

Work Area - the work area for volunteers will vary with the task. Every effort will be made to provide a suitable and comfortable setting during your visit with us. Supplies and equipment will be provided.

Restrooms - facilities are located throughout the building. Faculty restroom complexes are located across from the faculty room, and in the student restrooms in the Gym hallway and Lobby area.

Tobacco use - the Board prohibits all use of tobacco in school buildings, on school property, on school buses, in school vehicles, or when supervising students.

Susan Martin, Principal



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Volunteer Program
Grace B. Luhrs University Elementary School
Shippensburg University/Shippensburg Area School District
(717) 477-1612

Welcome to GBLUES! We are fortunate to have several volunteers work with us every day, and we wouldn't want it any other way. Whether you are working directly with children, assisting in the lunchroom, or providing office support, your time and help are greatly appreciated. Please give us a call or drop in and we will happily discuss volunteer opportunities with you. Here is some information to help you get started:

Parking – Please pick up a parking pass and information on available parking at the Grace B. Luhrs University Elementary School Office.

Check-in – All volunteers and guests sign in at the GBLUES Main Desk. We will give you further instructions after signing in.

Lunch – Volunteers can order a lunch at 8 a.m. or purchase lunch from the University Snack Bar in Old Main, or bring a packed lunch.

Restrooms – Restrooms are in the main lobby of GBLUES.

Tobacco Use – The Board prohibits all use of tobacco in school buildings, on school property, on school buses, in school vehicles, or when supervising students.

We appreciate you giving of your time to serve at GBLUES. Do not hesitate to contact us with any questions or concerns. Thank you so much!

Holly Garner, GBlues Director



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Volunteer Program
Shippensburg Area Intermediate School
601 Hollar Avenue, Shippensburg, PA 17257
(717) 530-3189

Welcome! Thank you for volunteering your time at Shippensburg Area Intermediate School. Your role in our building will be greatly appreciated by both students and staff. We are sure you will enjoy being in our school and helping with the different activities and programs. We are looking forward to working with you.

The following information is intended to make your volunteer time more comfortable and organized. If you have any questions, please call the building office at 530-3189.

Parking – Designated visitor parking can be located in front of the building.

Check-in - When entering the building, please register in the office so that we can provide you with an identification tag and escort you to your assigned location.

Restrooms - Restrooms are located in the main lobby.

Lunch - Volunteers are welcome to purchase lunch in our cafeteria at a cost of an adult lunch. Please notify the cafeteria in the morning. Snacks are located in the Faculty Room.

Work Area - The work area for you will vary with the task. Every effort will be made to provide a suitable and comfortable setting during your visit with us. Supplies and equipment will be provided.

Tobacco Use - The Board prohibits all use of tobacco in school buildings, on school property, on school buses, in school vehicles, or when supervising students.

Teri Mowery, Principal



Shippensburg Area School District
317 North Morris Street
Shippensburg, PA 17257

(717) 530-2700

Volunteer Program
Shippensburg Area Middle School
101 Park Place, Shippensburg, PA 17257
Phone (717) 530-2750

Welcome! Your role at Shippensburg Area Middle School will be a vital one for our students and staff as we benefit from your skills to make our program better. Your contribution will greatly increase our students' success and our teachers' effectiveness. We are sure that you will enjoy being in our school and helping our students and teachers. Working together we can achieve great things. Once again, welcome - we value your presence and we're glad you're going to help us!

The information listed below is intended to make your volunteer time with us more comfortable and organized. If you have any questions, please contact our office at the telephone number listed above.

Parking - Designated visitor parking can be located in front of the building.

Check-In - When entering the building, please register in the office so we can provide an identification tag and assist you to your assigned location. Please have proper identification with you upon entering the building for security purposes.

Belongings - Can be kept in the office closet. Valuables should be kept with you at all times.

Lunch - Volunteers are welcome to purchase lunch in our cafeteria at a cost of an adult lunch. We do serve ala carte which varies in price. Bag lunches are also an option.

Work Area - Locations will vary with the task. Every effort will be made to provide a suitable and comfortable setting during your visit with us. Supplies and equipment will be provided.

Restrooms - Restrooms are located throughout the building. Faculty restrooms are located across from the office.

Tobacco Use - The Board prohibits all use of tobacco in school buildings, on school property, on school buses, in school vehicles, or when supervising students.

Bernadette Benbow, Principal
William Brindle, Assistant Principal



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(717) 530-2700

Volunteer Program
Shippensburg Area Senior High School
201 Eberly Drive, Shippensburg, PA 17257
(717) 530-2730

Welcome! Thank you for volunteering to serve at our high school. Your role at the high school will be important in working with our students and staff and in helping us to maintain and improve our programs and services. We are looking forward to working with you.

The following information is intended to make your volunteer time more organized and comfortable. If you have any questions, please call us at 530-2730.

Parking - Ample parking is available in the front and rear of the building. The front entrance should be used to enter the building.

Check-In - When entering the building, please register in the office so we can provide an identification tag and assist you to your assigned location. Please have proper identification with you upon entering the building for security purposes.

Lunch - You are welcome to join the staff for lunch (at the adult lunch price) in the staff dining room adjacent to the cafeteria.

Work Area - The work area for you will vary with the task. Supplies and equipment will be provided for you.

Tobacco Use - The Board prohibits all use of tobacco in school buildings, on school property, on school buses, in school vehicles, or when supervising students.

Thank you again for volunteering to serve in our school.

Deborah Luffy, Principal
Greg Miller, Associate Principal
Andrew Norton, Assistant Principal



Shippensburg Area School District
 317 North Morris Street
 Shippensburg, PA 17257

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**SHIPPENSBURG AREA SCHOOL DISTRICT VOLUNTEER PROGRAM
 VOLUNTEER INFORMATION: 2020/2021 SCHOOL YEAR**

Date _____ Are you a new SASD volunteer? Yes _____ No _____

Name _____ Home Phone _____ Cell _____

Address _____ Zip _____

Email _____

Best time to call: _____

Name, teacher and grade (elementary), or building and grade (secondary), of children or grandchildren in the District.

Child's Name	Teacher/Building	Grade
_____	_____	_____
_____	_____	_____

When are you usually able to volunteer?

Day: _____ Time: _____

Are you available during the evenings? Yes or No

Would you be able to help on a weekly basis? Yes or No

Day: _____ Time: _____

Do you prefer to help with short term projects (one time need)? Yes or No

Would you be interested in working with students who have disabilities (mentally and/or physically challenged)? Yes or No

What hobbies, special interests or skills could you share? _____

What else do you think we should know about you, your interests and your needs as a volunteer?

As a trained volunteer in the Shippensburg Area School District, I make a commitment to follow the guidelines, policies and procedures of the Volunteer Program. I agree that I will be dependable, respectful of confidential information, and a responsible participant in the school community.

 Signature



I would like to participate in these activities if they become available during the year. Please check your choices.

SCHOOL ACTIVITIES:

- Book fairs
- School Store
- Picture Day
- National School Lunch Day
- Science Fair
- 8th grade Civil War Day
- Field Day
- Special Olympics
- Videotaping concerts & special events
- School Dances

CLASSROOM:

- Tutor – individual or small group of students
- Webpage design
- Photocopying for teachers
- Preparation of items for bulletin boards
- Guest reader/storyteller
- Guest speaker
- Chaperone field trips

PTO:

- PTO activities – festivals, telephoning, etc.
- School fundraisers
- Call whenever help is needed
- Specify anything not listed you would like to help with _____

Please check the building where you would like to volunteer.

- | | | |
|-------------------------------------|--|--|
| <input type="checkbox"/> James Burd | <input type="checkbox"/> Middle School | <input type="checkbox"/> High School |
| <input type="checkbox"/> Luhrs | <input type="checkbox"/> SAIS | <input type="checkbox"/> Nancy Grayson |



VOLUNTEER AFFIDAVIT

(Submitted in Lieu of Fingerprint-based FBI Clearance pursuant to 23 Pa.C.S.A. §6344.2(b.1))

Name: _____ Date: _____

Address: _____

Telephone: _____

Volunteer Position(s) Applied For: _____

I, _____ (Name) hereby attest that all information provided below is correct and current.

I understand that false statements can and will be punishable by law.

- 1. I hereby attest and understand that the volunteer position for which I am applying is an unpaid position.
2. I hereby attest that I have been a resident of the Commonwealth of Pennsylvania during the entirety of the previous ten-year period, i.e. from _____ [date ten years prior to current date], to the current date of this application.
3. I hereby swear and affirm that I have not been convicted of any of the following offenses under Title 18 (relating to crimes and offenses), or any offense similar in nature to the crimes listed below, under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.
- Chapter 25 (relating to criminal homicide).
- Section 2702 (relating to aggravated assault).
- Section 2709.1 (relating to stalking).
- Section 2901 (relating to kidnapping).
- Section 2902 (relating to unlawful restraint).
- Section 3121 (relating to rape).
- Section 3122.1 (relating to statutory sexual assault).
- Section 3123 (relating to involuntary deviate sexual intercourse).
- Section 3124.1 (relating to sexual assault).
- Section 3125 (relating to aggravated indecent assault).
- Section 3126 (relating to indecent assault).
- Section 3127 (relating to indecent exposure).
- Section 4302 (relating to incest).
- Section 4303 (relating to concealing death of child).
- Section 4304 (relating to endangering welfare of children).
- Section 4305 (relating to dealing in infant children).
- A felony offense under section 5902(b) (relating to prostitution and related offenses).
- Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
- Section 6301 (relating to corruption of minors).
- Section 6312 (relating to sexual abuse of children).
- The attempt, solicitation or conspiracy to commit any of the offenses set forth in this list.
- A felony offense under the act of April 14, 1972 (P.L. 233, No. 64) known as The Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification under this section.

I hereby verify and affirm that I understand that a conviction for any of the offenses outlined above or any similar offense under federal or other state law or former law disqualifies me from approval for service as an unpaid volunteer. I further understand and agree that I have an obligation to submit written notice to the Superintendent or other designated administrator disclosing any future arrest or conviction for any such offenses, and/or any notification that I have been listed as a perpetrator in a founded or indicated report, within 72 hours, of the occurrence of such arrest, conviction, or notification of listing as a perpetrator.

I hereby verify that all statements in the within Affidavit are true and correct to the best of my knowledge, information and belief. I understand that my statements are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities, which provides that if I knowingly make false averments, can and will subject me to criminal penalties.

Signed by: _____ Date: _____

Attest/Witness: _____ Date: _____