



Kutztown Area School District
251 Long Lane Rd
Kutztown, Pennsylvania
610-683-7361



Single Day Volunteer, Casual Volunteers and School Helpers Application/Information Form

Kutztown Area School District’s single day volunteers & casual volunteers are required to complete an Application/Information Form, Clearance Certificate & School Employee/Volunteer Disclosure Statement before they are permitted to provide services in the school district. The building office will keep the volunteer list on file and obtain new information as needed.

Kutztown Area School District welcomes and encourages volunteers and school helpers in its schools and classrooms. As a measure to ensure the safety of the district students and staff members, all volunteers must be screened prior to having contact with students. A volunteer’s name will be processed through the Pennsylvania State Police Megan’s Law Website to clear the individual of not being a registered sex offender. A program volunteer and chaperones are required to receive a tuberculosis screening per Policy #916 and must be documented free from tuberculosis before serving as a volunteer and/or school helper.

Formal Legal Name: _____
First Name Full Middle Name Last Name

Maiden Name: _____

Home Street Address: _____

City/Town, State and Zip: _____

Home Telephone Number: _____

Place of Employment: _____

Employment Address: _____

Employer Telephone Number: _____

Clearance Certificate

I affirm I have not been convicted, within the five (5) years immediately preceding today’s date, of any of the offenses set forth in Section 111 of the Pennsylvania School Code (see back). Further, I affirm I have never been named as a perpetrator of a founded report of serious bodily injury, sexual abuse, or sexual exploitation of a child.

I grant Kutztown Area School District permission to seek Act 34, Act 151, Act 114 clearances at any time that may be necessary according to the discretion of the district’s administrators.

Date	Print Name of Volunteer/School Helper	Signature of Volunteer/School Helper
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Screenings:

Tuberculosis: Date administered _____	Date Read _____	Nurse’s Initials _____
Megan’s Law: Date Accessed _____	Date screened _____	Admin.’s Initials _____
Picture Identification Type: _____		Date Confirmed _____

Circle all that apply - I wish to volunteer in the following building(s):

Greenwich-Lenhartsville Elementary School	Kutztown Elementary School
Middle School	District Office
High School	

Attach Megan’s Law hardcopy to this and retain for no less than one (1) year.

The Kutztown Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, religion or handicap in its activities, programs or employment practices as required by Title VI, Title VII, Title IX and Section 504. For information regarding 1) civil rights, 2) grievance procedures or 3) services, activities, and facilities that are accessible to and usable by handicapped persons, contact the Business Administrator, compliance officer, 251 Long Lane Rd, Kutztown, PA 19530-9722. (610) 683-7361, ext. 105.