

## **STEPS TO BECOME A VOLUNTEER**

The Drums PTA has a need for volunteers at various times throughout the school year. Whether you can spare an hour a month or three hours a week, volunteering gives you an opportunity to get involved in your child's education. The Child Protective Services Law has changed the requirements for volunteers. More information can be found at [keepkidssafe.pa.gov](http://keepkidssafe.pa.gov).

- ▶ 1. Review the descriptions of each committee on the website ([www.hasdk12.org](http://www.hasdk12.org)) , select “Drums Elementary” from drop down menu, click on PTA tab, then “volunteer” in left column.
- ▶ 2. Complete the Drums Elementary **PTA Membership**, **PTA Event Sign-Up**, and **Homeroom Coordinator forms** and return them to your child’s homeroom teacher as soon as possible
- ▶ 3. This last step is a 4-part requirement of the Hazleton Area School District and Child Protective Services Law. You must obtain the following clearances and tests to be able to volunteer:

### **1. PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE**

The fee for this is waived if you choose “Volunteer having contact with children” during the application process. Also be sure to choose to have a “Paper copy sent to home address”.

Application can be found at: [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis)

### **2. PA STATE POLICE CLEARANCE FORM**

The fee for this is waived. The form is available at: <https://epatch.state.pa.us/Home.jsp>

### **3. FBI CLEARANCE**

The applicant must register with Identago prior to going for fingerprints services will not be provided to applicants without prior registration at any fingerprinting location. Registration is completed online going to [www.identago.com](http://www.identago.com). Click on digital fingerprinting and when they ask for the code enter 1KG6ZJ. It will then take you through the registration process and you can schedule an appointment to get your fingerprints done at one of 4 locations in Hazleton at 966 North Sherman ct, Wilkes-Barre – 324 South Franklin Street, Berwick- 116 East 3<sup>rd</sup> Street or Kingston 368 Tioga Ave. You can schedule a time that works best for you or check walk-in however it is best to schedule an apt.

**PLEASE make sure to request a HARD COPY of your results**

### **4. TINE TEST**

Your family doctor can perform this test or it can be completed at urgent care.

While the PTA realizes that this is a time-consuming and costly endeavor, we hope that this won’t deter you from volunteering at the school and being a part of your child’s education. Please understand that this is done in the best interest and safety of all our children. If the cost is an issue, please contact Valerie to discuss your options.

- ✓ Preschool children cannot accompany you during regular school hours.
- ✓ You must dress appropriately by following the district’s dress code.
- ✓ Put your name, child’s class and telephone number on the copies of the clearances and return to the office

**More information can be found on the PTA link on the Drums website: [www.hasdk12.org](http://www.hasdk12.org)**  
**Select “Drums Elementary” from pull-down menu on top, then click on the PTA tab/Downloads.**

**If you have any questions about volunteering, please contact:**

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