



Volunteer Requirements

Volunteers within a school district include but are not limited to school volunteers, parent volunteers, volunteer coaches, student teachers, pre-student teachers, PTO/PTA volunteers.

Visit our website at www.casdonline.org/Page/1126 for information on volunteer requirements, links to free clearances and the volunteer application.

Steps to becoming a CASD Volunteer:

1. Complete an online volunteer application through Applitrack.
2. Complete all of the required clearances & additional requirements listed below.
3. Upload your clearances and TB test to your online application or bring them to the Administrative Building, 435 Stanley Avenue, Chambersburg

Required Clearances:

- Criminal Background Clearance
- Child Abuse Clearance
- Act 126 Mandated Reporter Training
- FBI Fingerprinting (required only if you have not lived in Pennsylvania for the past 10 years)
(**Note: FBI Clearance must be obtained through CASD Human Resources Dept.**)

Additional Requirements:

- Complete an online volunteer application (visit www.casdonline.org/Page/1126)
- TB test (proof of negative TB test or Chest X-Ray)
- Volunteer Verification Report Form (required for any volunteer who does NOT need the FBI Fingerprinting. This form is available on our website)

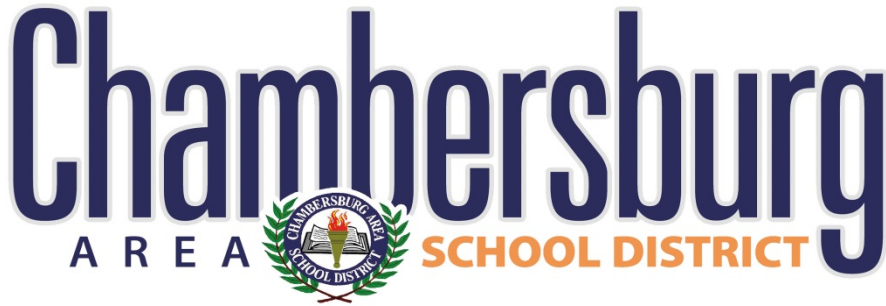
If you have any questions regarding volunteering with the Chambersburg Area School District please contact the Human Resources Department:

Derek Goodhart (HR Assistant)
717-709-4089
derek.goodhart@casdonline.org

Emily Dice (HR Assistant)
717-261-3314
emily.dice@casdonline.org

Laurie Porter (HR Generalist)
717-261-3304
laurie.porter@casdonline.org

Volunteers are always needed and appreciated! Thanks for your support!



HUMAN RESOURCE OFFICE
435 Stanley Avenue
Chambersburg, Pennsylvania 17201
Telephone (717) 261-3314

Volunteer Information

Important Links & Website

<https://www.casdonline.org/Page/1126>

- ✓ Volunteer Application
<https://www.applitrack.com/chambersburg/onlineapp/default.aspx>
- ✓ Clearances
 - **PA State Police Criminal History Check** – Free for volunteers
<https://epatch.state.pa.us/Home.jsp>
 - **PA Child Abuse History Clearance** – Free for volunteers
<https://www.compass.state.pa.us/cwis/public/home>
 - **FBI Fingerprinting Clearance** – Department of Education
Cost: **\$24.25** – ****Contact CASD HR prior to registering to have CASD pay for this clearance.**
Not required for volunteers who have lived in PA the past 10 years and have not been convicted of a felony.
https://www.pa.cogentid.com/index_pde.htm
 - **Act 126 Child Abuse Mandated Reporter Training** – Free
Cost – Free
www.reportabusepa.pitt.edu
- ✓ Additional Requirements:
TB Test (must have negative results)