

TEC PTO Volunteer Clearances & Requirements

In an effort to support a safe school environment, Pennsylvania child protection laws require parent volunteers to have background clearances in order to serve in our school buildings.

TEC PTO volunteers must have the following clearances (all three **official** clearances are **REQUIRED**):

1. [The Pennsylvania Criminal Record Check](#) **FREE***
2. [The Pennsylvania Child Abuse History Clearance](#) **FREE***
3. [The FBI Federal Criminal History Record](#) Use Volunteer Code: "1KG6ZJ" **Cost: \$22.60**
 - **or** if you have resided in Pennsylvania for the previous consecutive ten-year period, you may submit a signed and witnessed affidavit instead of the FBI Federal Criminal History Record.
 - A **new** affidavit must be signed **every school year**.

In addition, **School Volunteer Application** must also be submitted for approval in addition to all three clearances. Application can only be received from the TEC Main Office or TEC PTO once all three clearances are presented.

*NOTE: Clearances for TEC PTO are **valid for three (3) years**; with the exception of affidavits, **which must be signed every school year**, and all clearances must be **less than 12 months old** when submitted.***Clearances are FREE only every 57 months***

NO volunteer will be able to volunteer without all required clearances and an approved School Volunteer Application. These clearances take very little time to complete and most can be done online. We encourage you to present all clearances and completed volunteer form at the same time to make the process more time efficient.

Some need-to-know information:

- Volunteer clearance information, including links, may be found on PMSD website under "For Parents" Tab
- **ONLY** original clearances will be accepted (copies will be made and the originals will be immediately returned). You do not have to have the clearances notarized.
- Individuals will receive clearances via email or mail directly. TEC PTO or Tobyhanna Elementary Center will not receive copies of your clearances automatically. Individuals are responsible for providing official documents to TEC main office or TEC PTO.
- *Please Note:* volunteer requirements for school events such as Class Trips/Classroom events may be different than those of TEC PTO. Contact TEC Main Office for more details.

The TEC PTO welcomes and values all volunteers. Volunteers share their time, talents and skills to enhance the educational experiences of all our students. We look forward to your continuing contributions to our school.