
**MIFFLIN COUNTY ACADEMY OF SCIENCE and TECHNOLOGY
VOLUNTEER MANUAL**

VOLUNTEER ACKNOWLEDGEMENT
MIFFLIN COUNTY ACADEMY OF SCIENCE AND TECHNOLOGY

The undersigned hereby acknowledges that he/she is volunteering to perform services without compensation on behalf of the Mifflin County Academy of Science and Technology (The Academy) and that he/she understands that in the event of any injury to the person or property of said volunteer not directly caused by the neglect of The Academy acting through its servants and employees, The Academy shall have no liability therefore under workers compensation laws, tort law, or any other law. Said volunteer also acknowledges his/her understanding that even as to personal or property damage suffered by said volunteer while in the service of The Academy which is directly caused by the negligence of The Academy, acting through its employees or servants, that the laws of the Commonwealth of Pennsylvania provide that The Academy is immune from liability for damages therefore subject to certain exceptions provided in said law and that even as to said exceptions, where The Academy may be liable, the amount and nature of damages which may be claimed are expressly limited by said law.

In requiring the acknowledgment set forth above, The Academy does not intend to expand or limit its liability to said volunteer as currently provided under Pennsylvania law. The intent of The Academy is simply to provide a clear, concise statement of existing law so that the volunteer may be fully apprised of his or her legal rights with regard to personal injury or property damage prior to volunteering his or her services.

As a volunteer, I agree to abide by the following Academy policies:

- #103 - Discrimination/Title IX Sexual Harassment Affecting Students
- #104 - Discrimination/Title IX Sexual Harassment Affecting Staff

VOLUNTEER NAME (PRINT)

ADDRESS

HOME TELEPHONE NUMBER

ACTIVITY

ADVISOR SIGNATURE

VOLUNTEER SIGNATURE

DATE

PRINCIPAL SIGNATURE

DATE

VOLUNTEER CONFIDENTIALITY AGREEMENT
MIFFLIN COUNTY ACADEMY OF SCIENCE AND TECHNOLOGY

There are federal and state laws that protect the privacy rights of students and families. In a school situation, there are many instances in which confidential information is discussed in order to better understand students and how we can help them. When working in the schools as a volunteer there may be times when this information is overheard. Our staff will make every effort to prevent this from happening; however, as a volunteer you must agree that if you do hear information, about a student or family you will not repeat this outside of the school. This will ensure the protection of our students' interest and their families, thus creating a better environment for all.

Additionally, three laws govern special education confidentiality. FERPA (Family Educational Rights and Privacy Act), IDEIA (Individuals with Disabilities Education Improvement Act), and Chapter 14 (Pennsylvania Special Education Guidelines). All three bodies of regulations indicate that confidentiality must be maintained relative to special education students. Therefore, any written or verbal communication with anyone who does not have a right to know is in violation of these laws. A volunteer should not discuss a child's disability with any individual outside of the classroom instructor, building principal, or staff member. The volunteer should not carry any written or verbal statements outside of the school that would divulge the child's disability. In essence, only those who work directly with the student are considered as those with a "need to know." If at any time these terms of confidentiality are violated by a volunteer, termination of volunteer services may occur.

As a volunteer:

- o **I realize that I am subject to a code of ethics similar to that which binds the professionals in the field in which I work.**
- o **I will keep confidential matters private.**
- o **I also understand that volunteering at the Mifflin County Academy of Science and Technology is a privilege and not a right. The school's principal reserves the right to deny or remove any volunteer violating confidentiality or any Academy policy.**

By signing this agreement I am stating that I will not divulge information about any student or family to any person outside the school setting.

Date

Volunteer Name (Print)

Volunteer Signature

VOLUNTEER AFFIDAVIT
MIFFLIN COUNTY ACADEMY OF SCIENCE AND TECHNOLOGY

(In Lieu of Fingerprint based FBI Clearance to 23 Pa.C.S.A. §6344.2 (b1))

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 any 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.

• **A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:**

(1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

- 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 2910 (relating to luring a child into a motor vehicle or structure)
- 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 3124.2 (relating to institutional sexual assault)
- Section 3125 (relating to aggravated indecent assault)
- Section 3126 (relating to indecent assault)
- Section 3127 (relating to indecent exposure)
- Section 3129 (relating to sexual intercourse with animal)
- 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(a)(1) (relating to corruption of minors)
- Section 6312 (relating to sexual abuse of children)
- Section 6318 (relating to unlawful contact with minor)
- Section 6319 (relating to solicitation of minors to traffic drugs)
- Section 6320 (relating to sexual exploitation of children)

(2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."

(3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:

- the United States; or
- one of its territories or possessions; or
- another state; or
- the District of Columbia; or
- the Commonwealth of Puerto Rico; or
- a foreign nation; or
- under a former law of this Commonwealth.

• **A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:**

- (1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
- (2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.
- (3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d)(relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.

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: _____

REPORTABLE OFFENSE OBLIGATION
MIFFLIN COUNTY ACADEMY OF SCIENCE AND TECHNOLOGY

As required by statute, I fully understand that:

1. If I am arrested for or convicted of a Reportable Offense that is listed under 24 P.S. §1-111(f.1) or named as a perpetrator in a founded or indicated report I must provide written notification of the same to the Administrative Director no later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the statewide database.
2. If the Mifflin County Academy of Science and Technology has a reasonable belief that I was arrested or convicted of a Reportable Offense that is listed under 24 P.S. §1-111(f.1) or was named as a perpetrator in a founded or indicated report, the school can require me to update my clearances before being permitted to continue to volunteer.
3. Willful failure to disclose this information is a misdemeanor in the third degree.
4. I must renew my clearances prior to the date of expiration.
5. In order to efficiently select volunteers for events requiring clearances at Mifflin County Academy of Science and Technology, my name and clearance expiration date only, will be listed on a District database of persons who have submitted clearances to be used for volunteer selection purposes only. Reports and information contained on the reports will remain confidential to the extent permitted by law.

Print Name

Signature

Date

E-Mail Address

This acknowledgement is being submitted to:

Kierna Miller
Building Representative

Date of Receipt