

Volunteer Badging Procedures

Central Dauphin School
District



What is required?

1. PA State Police Criminal History Report.
2. Department of Human Services (DHS)
(Child Abuse Clearance History)
3. A Federal Criminal History (FBI)
 - a. The FBI check is not required if you are not being paid AND
 - b. The volunteer has been a PA resident for the past 10 years.

Offenses that Disqualify You

- Refer to www.cdschools.org for the list of criminal offenses that disqualify applicants. These are felony offenses that include a drug offense committed within the past five years. Click on the Volunteer Badging Procedures to review the offenses.



When Do I Need a Badge?

- All Field Trip Chaperones
- Athletic Activities
- Summer Sports Camps
- Unpaid Coaching
- School Play or Musical Related Activities
- Band Volunteers
- Class Volunteer/Instructional Aid
- Routine Interaction



When Do I Need a Badge – Cont.

- If you have a question about when a badge is required, contact the Director of Safety and Security or the Director of Human Resources.

Gabriel Olivera – Director of Safety and Security
717-545-4703

Carrie Deichman – Human Resources Director
717-545-4703

Clearances Obtained, Now What?

- Once clearances have been obtained, the volunteer will call 717-545-4703 ext. 422 and leave a name and contact number to arrange an appointment to have your badge made.
- If you are arrested for a disqualifying offense, the volunteer must contact the Director of Safety and Security within 72 hours after the arrest. A volunteer who willfully fails to disclose information as required above commits a misdemeanor of the third degree and shall be subject to arrest, termination or denial of the volunteer position.

Displaying of Badges

- Central Dauphin School District issued ID badges must be worn at all volunteer activities both inside and outside of the school in a visible manner such as:
 - On a lapel pocket
 - On the waist or on a belt
 - On a lanyard worn around the neck



Questions?

- If you have additional questions, please contact 717-545-4703 ext. 519.