



Math, Science & Technology Community Charter School

1800 E. Byberry Road Philadelphia, PA 19116
Telephone: (267) 348-1100 Fax: (267) 348-1217
<http://mastccs.org>

August 18, 2015

Dear Parents, Guardians, and Other Prospective School Volunteers,

Volunteers play a vital role in supporting the staff, students, and programs at MaST Community Charter School, and we are very thankful that you have expressed an interest in volunteering at the school. On December 31, 2014, changes to the Child Protective Services Law (CPSL) became effective. The changes impact the requirements for individuals serving as school volunteers.

Please note that MaST Community Charter School distinguishes between volunteers and visitors. A MaST Community Charter School volunteer is defined as an individual who provides a service to students, staff, or school operations without compensation. This includes (but is not limited to): homeroom parents, working with small groups of students or individual students, driving a team/group to an activity, chaperoning field trips, chaperoning a student-only event, assisting at classroom or school events, reading in classrooms, shelving books in the library, office support with photocopying, etc. Whether you are interested in volunteering at a single event or over a period of time, all MaST Community Charter School volunteers are now required to submit background clearances **before** being allowed to serve in a volunteer capacity.

A MaST Community Charter School visitor is viewed as an individual who is attending and/or observing an event or activity without providing a service to the students, staff, or school operations. Some examples of these events would include attending events like (but not limited to): back to school nights, parent/teacher conferences, school assemblies, winter/spring concerts, athletic competitions, classroom presentations or parties, etc. In this capacity, school visitors do not need the clearances as described below.

If you are interested in volunteering, please go to our volunteer information website at:

<http://www.mastccs.org/involvement/volunteerclearances>

Once there, you will see directions that will assist you in answering many of the commonly asked questions regarding the changes to the law and processes in Pennsylvania for attaining background clearances for volunteering. Beginning July 1, 2015, **all four** of the following requirements must be met and submitted **prior** to beginning service as a volunteer:

- 1) Report of Criminal History from the Pennsylvania State Police (PSP)
- 2) Pennsylvania Child Abuse History Clearance
- 3) Either a MaST Community Charter School Volunteer Affidavit or a Report of Federal Criminal History (fingerprinting).
- 4) Arrest/Conviction Report and Certification Form

For item #3 above, a MaST Community Charter School Volunteer Affidavit (also available on the website) may be provided in lieu of the Report of Federal Criminal History (fingerprinting) for those volunteers who have lived continuously within the Commonwealth of Pennsylvania for the last 10 years and swear and affirm in writing that they meet the criteria detailed on the affidavit. Volunteers who have lived outside the Commonwealth of Pennsylvania in the last 10 years and/or cannot swear and affirm in writing that they meet the criteria detailed on the affidavit will need to complete the Federal Criminal History (fingerprinting). Links to the agency websites to obtain clearances are embedded on the website. Please note that some of these clearances are free and can be attained immediately upon completion while others have an associated fee and may take up to 2+ weeks to receive. Once again, please refer to the website for more specific information on attaining these clearances.

Once you have received your updated clearances, please provide copies to the Human Resources Department. You can email scanned/electronic copies to clearances@mastccs.org, bring copies to the front desk, or mail hard copies (not originals) to:

Attn: Human Resources – Volunteer Clearances
1800 E. Byberry Road
Philadelphia, PA 19116

There is, however, one important exception to this. If completing the Volunteer Affidavit, a witness's signature by a member of our school personnel is required. If submitting this document, please bring an unsigned copy of the Volunteer Affidavit (along with your other clearances) to the front desk, and it can be signed by both parties at that time.

For those people unable to access our website and attain clearances online, please visit the front desk and a computer in the school lobby will be provided for you.

Once again, thank you for your interest in being a volunteer at MaST Community Charter School. The new requirements for volunteer clearances further support MaST Community Charter School's commitment to student safety. If you have any questions, please call 267-348-1100.

Sincerely,

John Swoyer III, CEO