

MaST II Volunteer Clearance Information

All MaST Community Charter School volunteers must obtain and submit the following clearances/completed forms:

Clearance links and information can also be found by visiting:

<https://mastccs.org/involvement/volunteerclearances>

- **Report of Criminal History from the Pennsylvania State Police (PSP)**
 1. Required by all volunteers
 2. Go <https://epatch.state.pa.us/Home.jsp> to complete your PA Criminal Record Check online.
 3. The report will be instantly available to you to print/save electronically.
 4. Beginning July 25, 2015, the fee is waived for all volunteers requesting this clearance.

- **Pennsylvania Child Abuse History Clearance**
 1. Required by all volunteers
 2. Go <https://www.compass.state.pa.us/cwis> to complete your PA Child Abuse History Clearance online.
 3. The report will be mailed and emailed to you to print/save electronically. This is usually available within 48 hours of completing the request form, but it may take up to 14 days to process.
 4. Beginning July 25, 2015, the fee is waived for all volunteers requesting this clearance.

- **FBI Federal Criminal History Record Check (fingerprinting) or MaST Community Charter School Volunteer Affirmation**
 1. One of these two items is required by all volunteers (exemptions from the FBI Federal Criminal History Record Check are possible and described in greater detail under bullet "5").
 2. This is a 2-step process.
 1. Step 1: Click https://www.pa.cogentid.com/index_pde.htm to register and pay online
 2. Step 2: Go to a fingerprinting site (locations available on the website) to have your fingerprints submitted electronically. Some places require appointments while others do not.
 3. The clearance will be mailed to you within three weeks.
 4. Applicant background checks cost \$27.
 5. Volunteers are **exempt** from needing to complete the FBI Federal Criminal History Record Check (fingerprinting) if they:
 1. Have resided within Pennsylvania consecutively for the past 10 years; **AND**
 2. Complete the MaST Community Charter School Volunteer Affidavit found by clicking:
<https://mastccs.org/wp-content/uploads/2015/08/Volunteer-Affidavit-PDF.pdf>
 3. (Please note that if completing this form, it must be brought to the front desk and signed in the presence of a school personnel witness).
 6. If you have not resided within Pennsylvania consecutively for the prior ten years or you do not (or cannot) swear and affirm in writing that you meet the criteria for volunteering in the MaST Community Charter School Volunteer Affidavit, you must submit a completed Report of Federal Criminal History.

- **Arrest/Conviction Report and Certification Form**
 1. Complete the Arrest/Conviction Report and Certification Form found by clicking:
<https://mastccs.org/wp-content/uploads/2015/08/Arrest-or-Conviction-form.pdf>.

MaST II Volunteer Clearance: Important Questions:

If I intend to volunteer, when do I need to submit clearances to the school?

All MaST Community Charter School volunteers will need to submit completed clearances/certifications **prior** to serving as a volunteer.

How recent do the clearances that I submit need to be?

The clearances you submit the first time must be from within the last calendar year.

How often must I update my clearances?

After the first time you submit your clearances, they must be updated within 36 months of the date on the document. When updating clearances, MaST Community Charter School requests that all paperwork (or electronic copies of paperwork) be submitted at the same time.

Once I receive clearances, to whom do I submit them?

Once you have received your updated clearances and paperwork, please provide copies to the Human Resources Department. Simply email scanned/electronic copies to clearances@mastccs.org, bring copies to the front desk, or mail hard copies to:

Attn: 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.

MaST Community Charter School remains committed to the health, well-being, and safety of our students. We thank you for your cooperation with us in implementing requirements resulting from changes to the Child Protective Services Law.