



## ***MaST Schools***

*1800 E. Byberry Road Philadelphia, PA 19116*

*Telephone: (267) 348-1100 Fax: (267) 348-1217*

*<http://mastccs.org>*

### **Volunteer Clearances and Application Information**

Dear Parents, Guardians, and Other Prospective School Volunteers,

Volunteers play a vital role in supporting the staff, students, and programs at MaST Schools (MaST, MaST II, and MaST III), 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.

MaST Schools utilize a volunteer application system through Raptor Technologies that all prospective volunteers must complete before being permitted to volunteer. All prospective applicants will know they are officially approved once they receive an email indicating this to be the case. Once an applicant is approved, he/she remains on the approved volunteer list (barring an infraction that merits the removal from the list) for 60 months from the date of the oldest clearance. If there is an instance where a volunteer application is denied, a representative from the school will contact the applicant to communicate the denial.

Please note that MaST Schools distinguishes between volunteers and visitors. A volunteer is defined as an individual who provides a service and/or direct supervision 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 volunteers are now required to complete an application and submit background clearances **before** being allowed to serve in a volunteer capacity.

A MaST Schools 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 clearances or to complete an application.

If you are interested in volunteering, please go to our volunteer information website below. Please note that while this website is on MaST's website, the information is applicable to all MaST Schools (MaST, MaST II, and MaST III):

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

Once at the website above, you will see the volunteer application along with many FAQs that further detail guidelines for clearances that must be obtained and submitted. **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 Schools Volunteer Affidavit **or** a Report of Federal Criminal History (fingerprinting).
- 4) Arrest/Conviction Report and Certification Form

For item #3 above, a MaST Schools 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 obtained 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 obtaining these clearances. All staff members bringing in volunteers for whatever the reason are instructed to ensure that whoever they're having come in to volunteer is on the school's approved volunteer list at least 2 days in advance. As such, if you do not have an approved application at least 2 days before the event, you will be unable to volunteer. Processing time to review all clearances in an application and approve it can take up to 3 days. All told, between the 3 days processing time to review applications and the fact that staff can only permit people to volunteer if they're on the approved list at least 2 days in advance of an event, prospective volunteers must ensure their **completed** application is submitted **at least 5 days before the event.** The submittal of an application less than 5 days in advance may result in an inability to volunteer.

For those people unable to access our website and obtain 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 Schools. These requirements for volunteer clearances further support MaST Schools' commitment to student safety. If you have any questions, please contact the front desk or email the appropriate school as indicated below:

MaST Community Charter School	clearances@mastccs.org
MaST Community Charter School II	clearances@mast2.org
MaST Community Charter School III	clearances@mast3.org

Sincerely,



Matt Ehrlich  
Head of School Operations