

2017 - 2018 NORTH ALLEGHENY HIGH SCHOOL BANDS CHAPERONE SIGN-UP PROCESS

Dear Marching Band Families,

Please consider volunteering to chaperone band events. Becoming a chaperone is a rewarding way to connect with other parents and be a part of the outstanding North Allegheny High School Bands organization.

Though band season is several weeks away, the process to become a chaperone should be started as soon as possible to ensure all steps are completed early in the season, allowing us to fully staff the early season events:

1. **CLEARANCE AND BACKGROUND CHECK:** PA Act 153 and the North Allegheny School District require all chaperones to submit two state certifications plus a signed "Volunteer Clearance Exception" statement (if continuous PA resident for 10 years) **OR** Federal Bureau of Investigation (FBI) report-PDE (if NOT a continuous PA resident for 10 years). **These certifications must be renewed every five years.** Please begin this process now as the process can take several weeks to complete. Information and document links can be found by clicking the following link: [North Allegheny Volunteer Clearances - Frequently Asked Questions](#). Detailed directions are included below for your convenience.

- a. **Pennsylvania State Police Request for Criminal record Check Form (SP4-164)** can be completed online at <https://epatch.state.pa.us> using the "New Record Check (Volunteers Only)" link. There is no charge for requests made for the purpose of volunteering. **VERY IMPORTANT**—WHEN THE FOLLOWING SCREEN APPEARS, CLICK ON THE LINK "Certification Form" (highlighted in the example below).

Record Check Details
*This screen displays the details of a particular record check request. The request process has been completed. **You may now print the certification form for your records.** Nothing will be mailed to you. To view/print the invoice associated with this record check request just click on the invoice **number** hyperlink. To view/print the certification form for this request click on the **Certification Form** hyperlink.*

Control #R12345678
Requested by John Jones Smith

Subject Name: Smith, John Jones	Status: No Record
Race: White	Request Date: 07/22/2010 09:11 PM
Sex: M	Last Update Date: 07/22/2010 09:10 PM
Date of Birth: 07/04/1960	Fee: \$10.00
Social Security #: 123-45-6789	Payment Method: Credit Card
Reason for Request: Volunteer	Invoice #: R12345678

Certification Form

- A new screen will appear and display the Record Check certification. Click into the highlighted "Certification Form". **Print 3 copies of the certification form.** You should keep the original, submit one to the school district, and submit one to the band. **Please use a marker to black out social security number on the form turned in to the band.**
- b. **Pennsylvania Child Abuse History Clearance Form (CY-113)** can be completed online at <https://www.compass.state.pa.us/cwis/public/home> There is no charge for requests made for the purpose of volunteering. **Print 3 copies.** You should keep the original,

submit one to the school district, and submit one to the band. ***Please use a marker to black out social security number on form turned in to the band.***

- c. **Volunteer Clearance Exception** *(If continuous PA resident for 10 years)*

Click here to print the statement: [Volunteer Clearance Exception](#) OR [Federal Bureau of Investigation \(FBI\) report - PDE](#) *(If NOT continuous PA resident for years)*

Click here to register online https://www.pa.cogentid.com/index_pdeNew.htm

- d. Please complete the **VOLUNTEER CLEARANCES CHECKLIST** and submit with your materials.

All schools and Central Administration will accept clearances during regular school hours.

Volunteers must be verified as cleared with the School District before they can be scheduled for events.

The band also requests a copy of the Criminal Check Report and the Child Abuse History Clearance Report. Forms can be delivered by hand at our training session or mailed to:

North Allegheny District Band Patrons
Volunteer Clearances
P.O. Box 445
Wexford, PA 15090-0445

2. **TRAINING:** If you have not been trained previously, you will be invited to attend our training session on **Monday, August 21, 2017** beginning at 7:00 p.m. in the NASH Band Room (located at far right of building). Further dates will be scheduled if necessary.
3. **SIGN UP:** All chaperone applicants, including experienced chaperones from prior years, must complete the Chaperone Availability sheet online. The sign-up form will be available via the NA Bands website. This is the official "sign up" process for 2017 and will allow you to designate the events which you prefer to chaperone. While we work to meet your request, please keep in mind assignments will be made considering the balance of experienced and inexperienced chaperones as well as the male/female mix.

Additional information and details regarding chaperone duties can be found in the Chaperone Handbook, which is located on the [Forms and Resources](#) section of the NA Band website. I sincerely thank you for your support of the North Allegheny High School Bands. Please contact me if you have questions.

Jeff Gaertner nadbp.chaperone1@gmail.com 412.716.6288 (cell)