



SHIPPENSBURG AREA

SCHOOL DISTRICT

Volunteer Handbook

Board Approved: 8/10/2026

Welcome

Thank you for your interest in volunteering with the Shippensburg Area School District (SASD). Volunteers play an important role in supporting our students, staff, and school community. This handbook explains: – How to become a volunteer – The types of volunteer roles available – What is expected of volunteers – Important safety and legal requirements

Our goal is to make the volunteer process **clear, safe, and welcoming**.

District Mission Statement

Our mission is to design engaging and intellectually demanding work that empowers all learners to define their talents, exercise effective collaboration, practice skillful communication, and develop their critical thinking skills in order to lead them to success.

Quick Start Guide – [Volunteer Policy](#)

Step 1: Identify Your Volunteer Type

Position Volunteer

Works directly with students or has responsibility for student supervision. –

Examples: field trip chaperones, tutors, coaches, club advisors – **Clearances and TB test required**

Guest Volunteer

Helps under the direct supervision of school staff and ***does not*** supervise students.

– *Examples: classroom celebrations, school events, assemblies, concession stands, Career Day* – **No clearances or TB test required**

Step 2: Complete Required Items

Position Volunteers must submit: – Volunteer Application (***completed annually***) – Tuberculosis (TB) Test (one-time unless exposure occurs) – PA State Police Criminal History Check (***valid for 5 years***) – PA Child Abuse History Clearance (***valid for 5 years***) – Volunteer Affidavit (***completed annually***) – FBI Fingerprint Clearance ***only if you have not lived in Pennsylvania for the past 10 consecutive years***

Guest Volunteers must submit: – Volunteer Application ***only***

Step 3: Receive Approval

- **Position Volunteers:** Approved by the Superintendent or Designee
- **Guest Volunteers:** Approved by the Building Principal or Designee

Volunteering may not begin until approval is granted.

Volunteer Program Beliefs

The Shippensburg Area School District believes: – Volunteers enhance educational and extracurricular programs – Community involvement strengthens schools – Volunteers must respect confidentiality and student privacy – Volunteer programs should be structured and supportive – Volunteers model the importance of service and citizenship

Volunteer Definitions

Volunteer

An adult (18 years or older) who provides services to the district without compensation. Volunteers are not district employees.

Direct Volunteer Contact

Care, supervision, guidance, or routine interaction with students.

Visitor

An individual attending a school or event whose role **does not** meet the definition of a volunteer.

How to Become a Position Volunteer

Required Documents

Volunteer Application (Annual)

Complete the district Volunteer Application Form.

Tuberculosis (TB) Test (One-Time)

A TB test is required before volunteering unless a valid result is already on file.

PA State Police Criminal History Check (Free – 5 Years)

Complete online at: <https://epatch.state.pa.us>

Select “New Record Check (Volunteers Only)” and print the results.

PA Child Abuse History Clearance (Free – 5 Years)

Complete online at: <https://www.compass.state.pa.us/CWIS>

– Select Volunteer – Volunteer Category: Other – Agency Name: Shippensburg Area School District

Volunteer Affidavit (Annual)

Required if you have lived in Pennsylvania for the last 10 consecutive years.

FBI Fingerprint Clearance (If Applicable)

Required if you **have not** lived in Pennsylvania for the last 10 years.

Register at: <https://www.identogo.com/locations/pennsylvania>

Service Code: **1KG6XN**

Cost: \$23.25 (valid for 5 years)

Volunteer Expectations and Guidelines

Confidentiality

Volunteers may only access student information necessary to perform assigned duties. All student information must remain confidential.

Supervision

All volunteers work under the supervision of a school administrator, teacher, or staff member.

Interaction with Students

Volunteers are expected to: – Be positive role models – Treat students and staff with dignity and respect – Encourage students appropriately

Volunteers may **not**: – Discipline students – Share personal contact information – Request student contact information – Impose personal beliefs on students

Student Safety and Reporting

Child Abuse Reporting

Any volunteer who suspects child abuse must immediately report concerns to the school administration.

Arrest or Conviction Reporting (Position Volunteers)

Position Volunteers must report any arrest or conviction required by law within 72 hours.

Communication and Conduct

- Use respectful and appropriate language
- Maintain professionalism at all times
- Follow staff directions

Cell Phones and Social Media

- Do not post student photos or information on personal social media
 - Keep cell phones on silent during volunteer activities
 - If a call is necessary, please step out of the classrooms to take calls.
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School Safety Procedures

- Enter and exit through the designated main entrances
 - Sign in and out according to building procedures
 - Do not open doors for others or prop doors open
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Dress Code

Dress appropriately for the volunteer role. When in doubt, consult the building principal or supervising staff member.

Tuberculosis (TB) Test Information

Pennsylvania law requires TB testing for school employees and volunteers.

- TB testing is provided by the district at scheduled clinics
- Testing may also be completed through a personal physician
- Proof of test must be submitted prior to volunteering

District clinic dates are posted on the district website at www.shipk12.org/volunteer

Forms

- **Volunteer Application (Annual)** - www.shipk12.org/volunteer
 - **Volunteer Affidavit (Annual)** - www.shipk12.org/volunteer
 - **Tuberculosis Test Information** - www.shipk12.org/volunteer
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Contact Information

Phone: 717-530-2700 extension 1056

Email: Volunteer@ship.k12.pa.us

Website: www.shipk12.org

Mailing

Shippensburg Area School District

317 N. Morris Street

Shippensburg, PA 17257

In-person

Shippensburg Area School District

9318 Molly Pitcher Hwy.

Shippensburg, PA 17257