

LMSD Volunteer Clearances

A volunteer is anyone who (1) is responsible for the welfare of a child **OR** (2) will have direct volunteer contact with children. Examples of the types of roles requiring a volunteer to submit clearances include classroom volunteer assistants, recess and library volunteers, chaperones for field trips and dances, and volunteer coaches/club advisors.

NOTE: LMSD also distinguishes between "volunteers" and "visitors" in that visitors are viewed as individuals who are attending and/or observing an event or activity without providing a service to the students, staff, or school/district operations and who would not be responsible for the care, supervision, guidance, or control of children. Examples of these events would include but are not limited to: Back-to-School Picnic, parent/teacher conferences, Halloween parade, etc. In this capacity, school visitors do not need the clearances as described.

If there is any chance that you might wish to volunteer at Gladwyne this year, please obtain background clearances and thank you for volunteering!

You will need to complete two steps. This requirement applies whether you have volunteered in the past, whether you are interested in volunteering for a single event or over a period of time:

STEP ONE: Obtain the necessary clearances (please see the "Obtaining Clearances" section).

If you already have submitted your clearance documents to the District, you will still need to complete STEP TWO below.

- If you are unsure whether you have already submitted your clearance documents, you may call the main office of your child's school and ask whether your clearances are on file and still valid.

STEP TWO: Fill out an online Volunteer Application (please see the "Volunteer Application" section). Unless your clearances are already on file with the District, you will need to have electronic copies of your clearances to complete the application so that your information can be included in the Raptor® System.

- If you are unable to upload your clearance documents, you may bring your original clearance documents and an official form of identification to the District's Department of Human Resources (located at 301 E. Montgomery Avenue, Ardmore, PA 19003) on **Tuesdays from 8:30 a.m. to noon** or **Thursdays from 12:30 to 4:30 p.m.**

If you have any questions, please call the District's Office of Community Relations at 610-645-1977.

The process for obtaining background clearances may be initiated online at:
<https://www.lmsd.org/community/obtaining-clearances>

Obtaining Clearances

The process for obtaining background clearance documents may be initiated online. The following instructions, together with the embedded links, will assist you in beginning the process of obtaining your clearances. Once you have obtained your clearances, you must fill out the Volunteer Application and upload your clearance documents into the Raptor® Volunteer Management System.

Four documents are required:

1. [Pennsylvania Child Abuse History Certification](#)
2. [Pennsylvania Criminal History Background Check](#)
3. Federal Bureau of Investigation (FBI) Criminal Background Check OR FBI Disclosure Statement/Affirmation

- If you have lived in Pennsylvania for at least the last 10 consecutive years, [click here to open the Disclosure Statement](#)

OR

- If you have NOT lived in Pennsylvania for at least the last 10 consecutive years, [click here](#). Where required, enter the **PDE Service Code: 1KG6Y3**

4. In addition to the three clearances, you must also fill out the Policy Acknowledgment Form. [To access that form, click here.](#)

Once you have obtained all of your clearances and signed the Policy Acknowledgment Form, you must complete the online Volunteer Application and upload those forms in the Raptor® Volunteer Management System. You will be notified once your application has been approved.

If you have any questions or need assistance, please contact the Office of School and Community Relations at 610-645-1977.

Submitting Clearances to LMSD

Once obtained, **clearance documents must be submitted.**

Beginning with the 2019-2020 school year, LMSD will be using the Raptor® Volunteer Management System to verify and track volunteer clearances. Before you click the link below to begin your Volunteer Application, please ensure that you have the following items accessible so that you can upload them during the application process*:

1. Electronic copy of your Pa. Child Abuse Certification
2. Electronic copy of your Pa. Criminal History Background Check
3. Electronic copy of your Federal Bureau of Investigation (FBI) Criminal Background Check OR FBI Disclosure Statement/ Affirmation
4. Electronic copy of your Volunteer Policy Acknowledgement Statement

*If your clearances are already on file with the District, or if you are planning to bring the original clearance documents into the District Administration Offices, you will be able to complete the application without uploading the documents.

[CLICK HERE TO BEGIN THE DISTRICT VOLUNTEER APPLICATION](#)