



What you need
to do before you
volunteer!

Volunteer Paperwork Checklist



The following documents are required to begin volunteering.
When completed, bring your volunteer paperwork to your school's main office.



Volunteer Code of Conduct

Go to www.philasd.org/FACE/volunteer to read, print, and sign our standards of behavior agreement, called the Volunteer Code of Conduct.



PA Child Abuse History Clearance

Go to <https://www.compass.state.pa.us/cwis/public/home> to fill out. Find directions at www.philasd.org/FACE/volunteer.



PA State Criminal Background Check

Go to <https://epatch.state.pa.us/Home.jsp> to fill out. Find directions at www.philasd.org/FACE/volunteer.



FBI Background Check OR Signed Volunteer Affirmation

If you have NOT lived in Pennsylvania for the past 10 years, go to <https://uenroll.identogo.com> and use code 1KG6Y3 to obtain an FBI Background Check (\$22.60). If you HAVE lived in Pennsylvania for the past 10 years, go to www.philasd.org/FACE/volunteer to print and sign the Volunteer Affirmation.



Certificate of Volunteer Orientation Completion

You have 45 days from your volunteer start date to complete our Orientation, either online or in-person. Go to www.philasd.org/FACE/volunteer to learn about both options.



Proof of Full COVID-19 Vaccination

Volunteers are required to be fully vaccinated against COVID-19. Submit proof of full vaccination in the form of a copy of the complete vaccine card. An individual is considered fully vaccinated two weeks after their second dose of a two-dose COVID-19 vaccine or two weeks after a single dose vaccine.

Questions? Need Assistance?

www.philasd.org/face/volunteer | volunteer@philasd.org | 215-400-4180, Option #6