



CENTRAL COLUMBIA

4777 OLD BERWICK ROAD
BLOOMSBURG, PENNSYLVANIA 17815-3515

District Administration Office
570-784-2850 Ext. 4000
Fax 570-387-0192

High School & Athletic Office
570-784-2850 Ext. 3000
HS Fax 570-784-3570

Middle School Office
570-784-2850 Ext. 2000
Fax 570-784-4935

Elementary School Office
570-784-2850 Ext. 1000
Fax 570-784-2582

Hello:

Thank you for your interest in volunteering at the Central Columbia School District. There are several things you need to do before becoming an approved volunteer for the district. Please follow the steps below to become a volunteer.

1. Contact building principal (or their secretary). (DO NOT contact your student's teacher or club advisor to be added to the list.)
2. Apply for required clearances and take Mandated Reporter Training online. (see reverse side for clearance/training information). These are required by state law.
3. Turn in required clearances and training certificate during one of the volunteer clearance collection days. (Four collection days will be held throughout the year)
4. Have picture taken for badge. (Badge will be created within approximately a week of picture being taken)
5. Pick up badge at school building you received approval to volunteer in.

The district will hold four clearance collection days. These will be the only times to turn in clearances during the year. If you do not get your clearances turned in and approved at one of these four dates you will have to wait until the next turn-in day to complete what is needed to become a volunteer. The clearance collection dates are as follows:

Saturday, September 17, 2016	10:00am – 2:00pm	HS Cafeteria
Saturday, October 8, 2016	10:00am – 2:00pm	HS Cafeteria
Saturday, March 18, 2017	10:00am – 2:00pm	HS Cafeteria
Saturday, April 8, 2017	10:00am – 2:00pm	HS Cafeteria

If steps 1-4 are not completed, you will not be approved and will not be allowed to volunteer in any of the buildings.

Clearance & Training Information

- Pennsylvania State Police Criminal Record Check. (FREE)
 - ★ <https://epatch.state.pa.us/Home.jsp>

- Pennsylvania Child Abuse History Clearance. (FREE)
 - ★ <https://www.compass.state.pa.us/CWIS/Public/Home>

- Central Columbia Volunteer Affidavit or Federal Bureau of Investigation (FBI) Criminal Background Check.
 - ★ Central Columbia Volunteer Affidavit – If you have been a continuous resident of Pennsylvania for the past 10 years, this form will take the place of the FBI Fingerprinting Clearance. This form can be found on the district website. (FREE)

 - ★ FBI Criminal Background Check – If you have not lived in Pennsylvania continuously for the past 10 years, you will need to complete this clearance. You will need to register, get your fingerprints taken, and turn in your Registration ID # (starts with PAE) so we can view your clearance online. The closest fingerprint location is Bloomsburg University Bookstore.
https://www.pa.cogentid.com/index_pdeNew.htm (\$27 Fee)

- Act 126 Mandated Reporter Training.
 - ★ <https://www.reportabusepa.pitt.edu>