

THE SCHOOL DISTRICT OF PHILADELPHIA  
GENERAL GEORGE A. MCCALL SCHOOL  
325. S. 7<sup>TH</sup> STREET  
PHILADELPHIA, PENNSYLVANIA 19106

STEPHANIE MCKENNA  
PRINCIPAL

TELEPHONE (215) 400-7840

September 9, 2017

Dear McCall Families,

I write to update you on important changes to the School District of Philadelphia's *volunteer policies and procedures*, which are effective [immediately](#). The new volunteer policies and procedures that have been put in place aim to keep children safe while also providing opportunities for families to get involved in our schools.

**The following are the mandatory requirements for all school volunteers:**

- A. All interested volunteers must first fill out a Volunteer Application online ([www.philasd.org/face/volunteer](http://www.philasd.org/face/volunteer)) to indicate their contact information, their volunteer commitment level (days/times available), and their expertise or volunteer interest areas. After submitting the Volunteer Application, individuals will receive an email receipt with information about which clearances they need to obtain. If an individual does not have an email address, they will need to go to the volunteer clearances information pages on [www.philasd.org/face/volunteer](http://www.philasd.org/face/volunteer) or refer to the FACE Office's volunteer brochure.
- B. Volunteers will compile the following documents as part of the "Volunteer Packet" which must be given to the school and signed by the principal before volunteering commences:
  - a. Signed Volunteer Code of Conduct Agreement.
  - b. [Child Abuse History Clearance](#) - free for volunteers.
  - c. [PA State Criminal Record Check](#) - free for volunteers.
  - d. ONE of the following:
    - o If the individual HAS lived in PA for the past 10 years: a signed [Volunteer Affirmation sheet](#) - free for volunteers.
    - o If the individual has NOT lived in PA for the past 10 years: [FBI Background Check with fingerprinting](#) - \$24.25
- C. **Certificate of Volunteer Orientation Completion.** Volunteers will now be required to receive training within 45 days of their volunteer start date, which will include an overview of volunteering in our district and go over how to recognize and report potential child abuse. Sessions will be available at 440 N. Broad Street, once per month, at schools once per month (facilitated by FACE Liaison/Coordinator), and online via a webinar that can be accessed at any time.

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- Individuals will turn in their completed Volunteer Packets to the school secretary so that the principal can review and sign-off on the packet.
- D. After the principal signs off on the Volunteer Packet, the individual may commence volunteering. The principal or principal's designee will call the individual to notify them that they can begin volunteering or that their Volunteer Packet is either incomplete or has been rejected due to clearance issues.
  - E. Volunteers will be required to submit the volunteer clearances component of the Volunteer Packet every 60 months (5 years).

This information will also be presented to parents/guardians at Back-to-School Night on Tuesday, September 19. If you have any questions, you can reach out to the Office of Family and Community Engagement, at 215-400-4180, option 6 or [volunteer@philasd.org](mailto:volunteer@philasd.org).

Sincerely,  
Stephanie McKenna  
Principal