

**COMMUNITY SERVICE APPLICATION**

Name: _____	
Address: _____	City/Zip: _____
Home Phone: _____	Email: _____

Are you a High School Student?  No  Yes : \_\_\_\_\_  
*School Name* \_\_\_\_\_

Parent/Guardian Name, if under 18: \_\_\_\_\_

Are you required to perform service hours for another agency or organization?  No  Yes

Agency Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of Hours Required: \_\_\_\_\_ Completion Date: \_\_\_\_\_

What special skills or training do you have?  
 \_\_\_\_\_  
 \_\_\_\_\_

Community service hours can be worked in various departments, various days and various time slots starting as early as 7:30 a.m. and ending as late as 5:00 p.m. (depending on school activity).

Day	Time	Total Hours
<i>Example: Monday</i>	<i>1:00 pm – 4:00 pm</i>	<i>3</i>

**Please check any of the following ways you would be interested in serving:**

- |                                               |                                                  |                                          |
|-----------------------------------------------|--------------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Building Maintenance | <input type="checkbox"/> Special Events/Projects | <input type="checkbox"/> Gardening       |
| <input type="checkbox"/> Lunchroom Assistance | <input type="checkbox"/> Athletic Activities     | <input type="checkbox"/> School Store    |
| <input type="checkbox"/> Office Assistance    | <input type="checkbox"/> School Projects         | <input type="checkbox"/> Bulletin Boards |
| <input type="checkbox"/> School Fundraisers   | <input type="checkbox"/> Library Support         | <input type="checkbox"/> Other: _____    |

**Additional Information for 14 to 17-year-old volunteer/community service workers.**

- You must be at least 14 years old to volunteer at Pan American Academy
- You must be able to get to Pan American Academy and home again at your scheduled time.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## CLEARANCE REQUIREMENTS

Volunteers over the age of 18 who work directly with children must provide a criminal background check and child abuse clearance in accordance with Pennsylvania state law.

Pan American Academy Charter School does not require volunteers to obtain FBI background checks. However, if the results from the two required background clearances show any criminal convictions, the Volunteer will also be required to obtain an FBI background check.

### **PA Criminal History Report**

The PA Criminal History can be obtained over the internet at:  
<https://epatch.state.pa.us/Home.jsp>

The cost is **FREE**.

*Background checks fees for volunteers have been waived effective July 25, 2015.*

### **PA Child Abuse**

Information on the PA Child Abuse Clearance can be found at:  
<http://www.compass.state.pa.us/CWIS/Public/Home>

The cost is **FREE**.

*Background checks fees for volunteers have been waived effective July 25, 2015.*

**All necessary instructions and links to apply for these clearances can be found at [www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm](http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm).**