



**Steelton-Highspire High School Band Boosters**  
250 Reynders Avenue  
Steelton, PA 17113

**Jill C. Hawkins**  
President

**Jason L. Roach**  
Director of Bands

**Richard E. Lehigh**  
Vice President

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**Band Volunteer Clearance(s) Reimbursement Form**

In accordance with School Board Policy No. 916- Program volunteers need to obtain clearances. Three clearances include, PA Child Abuse, PA State Police, and FBI Fingerprinting. If you are in direct contact with the students you will need to obtain these clearances. This includes anyone who sits in the stands with the students, chaperones on the buses, and loading the equipment trailer. This type of volunteer is considered a program volunteer.

This form should be used by the volunteer candidate to apply for reimbursement for half of the costs of obtaining the required clearances and is to be completed after acquiring all of the clearances. Please complete this form, attach a copy of the clearances and submit it to band director. Once all requirements are met, the band boosters will issue a reimbursement at the end of the school year.

The link with information to obtain each clearance is outlined at:

<http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

- PENNSYLVANIA STATE POLICE CRIMINAL RECORD (ACT 34), register on-line, payable with credit card, print certificate, keep original and turn in a copy.
- PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE (Act 151) print form, obtain a money order, mail in original form with money order, keep copies. Your certificate will be mailed to you from Dept. of Welfare.
- FEDERAL BUREAU OF INVESTIGATION (FBI) CRIMINAL BACKGROUND, **payable** with credit card, print receipt and keep copy. This is a two step process, you will receive a card in the mail with instructions to get your fingerprints scanned.

On behalf of the Steel-High Band Boosters, we thank you for your interest in volunteering with the Steel-High Band Program and understanding the importance in the safety of our students while in our care.

Jason Roach  
Director of Bands  
Steelton-Highspire School District  
[jroach@shsd.k12.pa.us](mailto:jroach@shsd.k12.pa.us)  
717-704-3800

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(See other side for form)

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- The band boosters will only consider reimbursement for those volunteers that provide all supporting documentation and have “unmarked” clearances which allow them to volunteer in our organization.
  - Must volunteer a minimum of two events to qualify for reimbursement.
  - The band boosters will reimburse **HALF** of the cost of the clearances after the conclusion of the school year.
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Type of Volunteer: Program Volunteer : \_\_\_\_\_ (Clearances required)

Casual Volunteer: \_\_\_\_\_ (No clearances required)

Brief Description of Volunteer

Duties: \_\_\_\_\_

Name \_\_\_\_\_

(Last)

(First)

(Middle Initial)

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Please indicate the type of clearance(s) you are requesting reimbursement:**

(Attach copies of the actual clearances received and return to Mr. Roach)

Act 34-Criminal History Record Cost \$5.00 \_\_\_\_\_

Act 151- Child Abuse History Clearance Cost \$5.00 \_\_\_\_\_

Act 114- FBI Clearance Cost \$18.00 \_\_\_\_\_

Total \_\_\_\_\_ (\$28.00, if all checked)

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I certify that the above information is accurate and that I have obtained all clearances in accordance with Policy No. 916.

\_\_\_\_\_  
(Volunteer Signature)

\_\_\_\_\_  
(Date)