

**2010-2011 NORTH ALLEGHENY HIGH SCHOOL BANDS
CHAPERONE SIGN-UP PROCESS**

Dear band families,

Please consider volunteering to chaperone band events. Becoming a chaperone is a rewarding way to connect with other parents and be a part of the outstanding North Allegheny High School Bands organization.

Band season is not far off, and the first event requiring chaperones is only 4 weeks away, so please complete the following steps as soon as possible so we can fully staff upcoming events:

- 1) SIGN UP: All chaperone applicants, including experienced chaperones from prior years, should complete the Chaperone Information Sheet online located at <http://spreadsheets.google.com/viewform?formkey=dG9KQI9wY05scTNJYWNGTDZPeU03RGc6MA>. This is the official “sign up” process for 2010 and will allow you to designate the events which you prefer to chaperone.

- 2) CLEARANCE AND BACKGROUND CHECK: For the safety of our students, the North Allegheny School District requires all chaperones to submit two state certifications. These certifications must be renewed every three years. Please begin this process now, as this process can take several weeks. Documents can be found at <http://www.dpw.state.pa.us/partnersproviders/childwelfare/003671038.htm> Detailed directions are included below for convenience.
 - a. Pennsylvania State Police Request for Criminal record Check Form (SP4-164) can be downloaded from the address listed above, completed, and mailed with a check for \$10. However, it is recommended instead that this form be completed online at <https://epatch.state.pa.us/RecordCheckEntry.jsp?action=new>. Payment of \$10 is made via credit card.

VERY IMPORTANT – WHEN THE FOLLOWING SCREEN APPEARS, CLICK ON THE LINK “Certification Form” (highlighted in the example below).

Record Check Details	
<i>This screen displays the details of a particular record check request. The request process has been completed. You may now print the certification form for your records. Nothing will be mailed to you To view/print the invoice associated with this record check request just click on the invoice number hyperlink. To view/print the certification form for this request click on the Certification Form hyperlink.</i>	
Control #R12345678	
Requested by John Jones Smith	
Subject Name: Smith, John Jones	Status: No Record
Race: White	Request Date: 07/22/2010 09:11 PM
Sex: M	Last Update Date: 07/22/2010 09:10 PM
Date of Birth: 07/04/1960	Fee: \$10.00
Social Security #: 123-45-6789	Payment Method: Credit Card
Reason for Request: Volunteer	Invoice #: R12345678
Certification Form	

A new screen will appear and display the Record Check certification. Print TWO copies of the record check certification form – one copy is needed for step b, and one copy will be submitted for Chaperone records.

- b. Pennsylvania Child Abuse History Clearance Form (CY-113) must be completed by hand and mailed for processing. Download and print the form from <http://www.dpw.state.pa.us/Resources/Documents/Pdf/FillInForms/DPWchildabuse.pdf>. Attach the Criminal Record Check certification from step a, and include payment of \$10. Mail the form the address listed at the top of the form.

Once both certificates are complete, please send copies to the address below, or bring them to a chaperone training session to submit in person. Keep the original documents for your own records. It is acceptable to black out your social security number on the copies.

Bruce Campbell
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- 3) TRAINING: If you have not been trained previously, you will be invited to attend one of the training sessions to be scheduled in August.

Additional information and details regarding chaperone duties can be found at <http://www.naband.org/downloads/2010-2011/ChaperoneHandbook.pdf>.

I sincerely thank you for your support of the North Allegheny High School Bands. Please contact me if you have questions.

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