

**2011-2012 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.

The process to become a chaperone should be started as soon as possible to ensure all steps are complete early in the season, allowing us to fully staff the early season events:

- 1) **SIGN UP:** All chaperone applicants, including experienced chaperones from prior years, should complete the Chaperone Information Sheet online located at <https://spreadsheets.google.com/spreadsheet/viewform?formkey=dDVydG54S0s4WkpnOXh1eUQyMDExVWc6MQ>

This is the official “sign up” process for 2011 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/findaform/childabusehistoryclearanceforms/index.htm>.

Detailed directions are included below for convenience.

- a. Pennsylvania State Police Request for Criminal record Check Form (SP4-164) can be completed online at <https://epatch.state.pa.us> . 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

*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.*

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/ucmprd/groups/webcontent/documents/form/s_001762.pdf . Attach the Criminal Record Check certification from step a, and include a **MONEY ORDER** in the amount 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
194 Warren Road
Warrendale, PA 15086

- 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/2011-2012/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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