



# OLEY VALLEY SCHOOL DISTRICT

OLEY, BERKS COUNTY, PENNSYLVANIA 19547

*"Enter to Learn...Leave to Serve"*

## SENIOR VOLUNTEER TAX EXCHANGE PROGRAM APPLICATION

In accordance with Policy 916, all volunteers must have a disclosure/application on file in the Oley Valley School District. Please complete the following information and return it to the Department of Human Resources at [hredept@ovsdp.org](mailto:hredept@ovsdp.org) along with the necessary certification/clearances found at the following link: [OVSD VOLUNTEER RESOURCES](#)

**Return Address:**  
**17 Jefferson Street**  
**Oley PA 19547**

Upon completed review of the volunteer application packet, prospective volunteers will be placed on a volunteer list for board approval.

### **BOARD APPROVAL IS REQUIRED PRIOR TO BEGINNING SERVICE AS A VOLUNTEER.**

It is the responsibility of volunteers to renew and submit new certifications/clearances to the Office of Human Resources every sixty (60) months in order to maintain an active volunteer status. Questions can be directed to the Office of Human Resources at 610-987-4100 x6063.

**Volunteer Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone # / Email address:** \_\_\_\_\_

**Township:**                      Alsace                      Oley                      Pike                      Ruscombmanor  
*(please circle)*

**Available Assignments** *(Please circle the duties you would be willing to perform)*

Tutoring	Clerical/Office Assistance	Maintenance
Computer	Library	Art
		Other <i>(list on back of page)</i>

Volunteers with access to confidential student information shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer has questions about confidentiality of student information, the volunteer should consult with the building/department administrator.

I have received and reviewed a copy of the Oley Valley School District Volunteer Policy 916 and Oley Valley School District Child/Student Abuse Policy 806 . I affirm with my signature below that I have read, understand and agree to comply with these policies

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

<b><u>OFFICE USE ONLY:</u></b>	<input type="checkbox"/> Date received in HR Office _____
<input type="checkbox"/> Official Clearances/Certifications on File	<input type="checkbox"/> Board Approval Date _____
Director of Human Resources Signature: _____ Date: _____	

The Oley Valley School District is an Equal Opportunity Employer and Educator who fully and actively supports equal access for all people regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability, Genetic Information or Testing, Sexual Orientation and Gender Identity or Expression and prohibits Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or practice in the investigation of any complaint, or otherwise oppose discrimination. Compliance issues/questions should be directed to the Office of the Superintendent.