

# **Procedure to Become an Approved WASH Volunteer**

Prospective volunteers should go to [www.wyoarea.org](http://www.wyoarea.org)

Then click the blue square button that says Volunteer



From there, you can review the following documents:

- Procedures to Become an Approved WASH Volunteer (this document)

Also:

- WASH Board Policy 916
- WASH Board Policy 806

Below that, is a list of the 5 required documents (2 of which can be used interchangeably depending on how long you continually lived within Pennsylvania\*). To obtain the required clearances/forms, please use the links behind each listed item.

1. Act 34: Pennsylvania Criminal Background Check
2. Act 151: Pennsylvania Child Abuse History Clearance
3. FBI Criminal History Check (if PA Residency is less than 10 years) processed through Commonwealth supplier, IDENTIGO (Volunteer Code:1KG6ZJ)
4. Arrest/Conviction Report and Certification Form (PDE-6004)
5. Volunteer Affidavit (if applicant has resided continuously in Pennsylvania for the past 10 years)

These required documents can be emailed to [Volunteer@wyoarea.org](mailto:Volunteer@wyoarea.org) OR brought to the District Office, located at 630 Evans Avenue (Door #29) Wyomissing, PA 19610 to be scanned in.

Prospective volunteers must also complete the online Demographic and Contact Information portion under section I and II and then click submit.

Then we will submit the list of prospective volunteers to the next Board Meeting for approval.

If approved, the Superintendent's Office will mail an approval letter to the address that you provided to us in the Demographic and Contact Information section online.

Questions? Please email [Volunteer@wyoarea.org](mailto:Volunteer@wyoarea.org).