

## VOLUNTEER CLEARANCES REIMBURSEMENT FORM

A limited budget is set aside annually to reimburse volunteers for the cost of clearances. These funds are available on a first-come, first serve basis. To qualify for reimbursement, the volunteer must:

- Be a participant in the free and reduced school meal program if the volunteer has a student enrolled in NPSD, or
- Have an income that meets the federal guidelines for the free and reduced school meal program if the volunteer does NOT have a student enrolled in NPSD. Guidelines can be found here.

The volunteer is responsible for securing and paying for clearances. Upon receipt of payment and copy of clearances, a reimbursement check will be mailed to the volunteer at the end of the current month.

VOLUNTEER NAME _____	
VOLUNTEER ADDRESS _____ _____	
PHONE NUMBER _____	E-MAIL _____
SCHOOL/SCHOOLS WHERE VOLUNTEER WILL WORK _____ _____	
Please check one of the following  ____ I participate in the free and reduced meal program .  ____ I do not have a child in NPSD but have an annual household income that meets the federal guidelines for the free and reduced meal program.	
VOLUNTEER SIGNATURE/DATE _____	
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Office Use Only: _____Receipts Received _____Approved _____Denied	
_____ (official signature and date)	

**Please submit paperwork the Office of School/Community Engagement,  
401 East Hancock Street, Lansdale, PA 19446.**