



Dear Volunteer Applicant,

Our community is known for coming together to support education and our students. Our strength comes from the people who work and volunteer in the Snohomish School District. Involvement of staff, parents, and community in our student's education contributes to a positive and successful school experience. We encourage parents, grandparents and community members to be involved in the education of our children.

Volunteers have many opportunities to work with children and schools by assisting on the playground, in the classroom or library, as well as tutoring, chaperoning field trips, serving on committees or assisting with school projects and newsletters. An hour of your time can make a valuable difference.

Our parents and community trust us to take care of all our students. **All volunteers must complete the district's volunteer application packet. This must be submitted and approved before you can start to work with students. As part of the packet, volunteer applicants must complete and turn in the following:**

- **Volunteer Application**
- **Applicant Disclosure Form**
- **Volunteer Expectations Form**
- **Volunteer Background Information Form**
- **Copy of the front and back of your valid Washington State driver's license or ID**
- **Volunteer/Chaperone Field Trip Guidelines (if volunteering with fieldtrips/chaperone opportunities)**

Please return your completed volunteer application packet (in-person) to the district's Resource and Service Center (1601 Avenue D in Snohomish) at least 10 days prior to any particular activity/field trip. This will allow appropriate time for processing. Should you wish to share your background information/emergency contact form with the schools where you volunteer, we request that you print/copy some extra copies to take with you. For more information, please contact Susan Bjorling, executive assistant, at 360-563-7282 or volunteers@sno.wednet.edu.

Thank you for modeling generosity and involved citizenship for our students! These are important qualities for them to note as they head out into our world to become leaders.

Thank you,

Dr. Kent Kultgen
Superintendent



**SNOHOMISH
SCHOOL
DISTRICT**

Please return completed packet to:
1601 Avenue D, Snohomish, WA 98290
360.563.7282 • www.sno.wednet.edu
volunteers@sno.wednet.edu

Volunteer Application

Completion of one application will allow you to volunteer in all Snohomish schools.

Please complete this application and return it (in person) along with a copy of the front and back of your valid Washington State driver's license or ID. Print clearly.

Legal Name _____
First Middle Last

List Previous Names _____

Gender: Male Female **Date of Birth** _____
Month Day Year

Do you have a current Washington State driver's license? Yes No

Address _____

Email Address _____ **Phone Number** _____

Emergency Contact _____
Name Phone Number

Please check one: Parent/Guardian Grandparent/Relative Community Member

If you have children attending Snohomish schools, please list below:

Child(ren's) full name	School
_____	_____
_____	_____
_____	_____
_____	_____

- | | |
|---|--|
| <input type="checkbox"/> Field Trip Chaperone
Please complete chaperone guidelines form. | <input type="checkbox"/> Music |
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Special Education |
| <input type="checkbox"/> Office/Clerical | <input type="checkbox"/> Special Events |
| <input type="checkbox"/> Lunch Helper | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Watch DOGS | <input type="checkbox"/> Parent Club |
| <input type="checkbox"/> Playground | <input type="checkbox"/> Library |
| <input type="checkbox"/> Helper/Tutor | <input type="checkbox"/> Kids' Cafe |
| | <input type="checkbox"/> Coach |

Please list the school(s) in which you are interested in volunteering:

OFFICE USE ONLY

Date Received _____

School/Department: _____

Designated School Official: *I visually confirmed that all information listed on this form corresponds to the applicant's state/federal issued photo ID.*

Print Name _____

Initials _____ Date _____

Falsification, deliberate misrepresentation, and/or omission of a material fact, or failure to complete any part of this application may be grounds for denial of your application. All required supporting documentation/statements must accompany this application. If needed, please attach an additional sheet of paper.

A Washington Access to Criminal History (WATCH) check will be used to screen volunteers working under the direct supervision of a staff member.

I understand that my volunteer position is conditional upon completion of a Washington State Patrol Criminal History background check, and I authorize the Snohomish School District to conduct that check.

Volunteers will receive an email once their application has been approved. If the application is denied, a written copy of the WATCH report will be provided to the applicant, upon request, within ten (10) days. Anyone whose results have a direct match will automatically be sent a copy of his/her report within ten (10) days of completing the report. If there is a concern about your results, you will be contacted to meet with an administrator regarding the results. Any and all findings and information will be kept confidential.

I have received, reviewed and understand the district Volunteer Handbook, including Board Policies 3207/3207P, 5111P, 5225/5225P, 5430/5430P, 8700/8700P. (Available at all schools, the Resource and Service Center, and the district website).

I understand and acknowledge that if I provide false or incomplete statements, the district may, at its sole discretion, and without notice or due process, terminate my volunteer status immediately. Snohomish School District reserves the right to terminate or revoke a volunteer's status at any time.

Have you ever been convicted of any crime (i.e. a felony, gross misdemeanor, or misdemeanor) or released from prison in the last seven years?

YES NO Initial _____

Are you presently charged with, but not convicted, of a crime?

YES NO Initial _____

Printed Full Name _____

Signature _____ Date _____

Please complete:

- APPLICANT DISCLOSURE FORM
- VOLUNTEER/CHAPERONE FIELD TRIP GUIDELINES
- VOLUNTEER EXPECTATIONS
- VOLUNTEER BACKGROUND INFORMATION

The Snohomish School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX and Compliance Coordinator – Darryl Pernat, 1601 Avenue D, Snohomish, WA 98290, 360-563-7285, darryl.pernat@sno.wednet.edu and Section 504/ADA Coordinator - Becky Brockman, 1601 Avenue D, Snohomish, WA 98290, 360-563-7308, becky.brockman@sno.wednet.edu.



APPLICANT DISCLOSURE FORM
COMPLETION OF THIS FORM IS REQUIRED

Please answer the following questions honestly and completely and sign the declaration. If you answer "yes" to any of the following questions, you must attach a detailed statement that includes the nature of the offense; nature of the charge or warrant against you; name and address of the arresting agency; date of the arrest; final disposition; name and address of the court; complete arrest report, sentence and judgment.

Decisions about volunteer approval status are made on a case-by-case basis. Criminal convictions DO NOT automatically restrict you from volunteering.

1. Have you ever been convicted of any of the following crimes against persons: Aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; first, second, or third degree rape; first, second, or third degree statutory rape; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; first or second degree sexual misconduct with minors; first, second, or third degree assault of a child; first, second, or third degree child molestation; felony indecent exposure; selling or distributing erotic or sexual explicit materials to minors; prostitution; promoting pornography; vehicular homicide; first or second degree incest; first degree promoting prostitution; communication with a minor for immoral purposes; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment?

Answer: No Yes

IF YES, must explain:

2. Have you ever been found in any dependency action under RCW 13.34.030 (2) (b) to have sexually assaulted or exploited any minor or to have physically abused any minor? Answer: No Yes

IF YES, must explain:

3. Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor? Answer: No Yes

IF YES, must explain:

4. Have you ever been convicted of a crime related to drugs -manufacture, delivery, or possession- with intent to manufacture or deliver a controlled substance? Answer: No Yes

IF YES, must explain:

5. Have you ever been found by a disciplinary board decision to have sexually or physically abused any minor or developmentally disabled person, or to have abused or financially exploited any vulnerable adult?

Answer: No Yes

IF YES, must explain:

Pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Printed Full Name _____

Signature _____ Date _____



**SNOHOMISH
SCHOOL
DISTRICT**

VOLUNTEER BACKGROUND INFORMATION

Name _____ Date _____

Do you have current CPR or First Aid training?

If so, please attach copies of cards.

Yes

No

Are you bilingual?

If so, please list languages.

Current Employer: _____ Phone: _____

Volunteer experience or involvement with local service organizations

Do you have any allergies or any other condition of which staff should be aware in an emergency?

Emergency Contact

_____ Phone: _____



VOLUNTEER EXPECTATIONS

I understand that information regarding students, families, staff and the organization may be confidential in nature and that as a volunteer for the Snohomish School District I will:

- Respect the confidential nature of any verbal or written communication I receive regarding students, families, staff and organization.
- Keep all information confidential at school and after I leave school.
- Be discreet in any verbal communication by not discussing children, staff, and families in front of others.
- Immediately report any information disclosed to me concerning a child's safety directly to the principal.
- Make reasonable efforts to assure that each student is protected from harassment or discrimination.
- Understand that volunteer activities are to be conducted under the supervision of district staff.
- Any volunteer who has witnessed, or has reliable information that a student has been subjected to harassment, intimidation, or bullying, whether electronically, written, verbal or physical, should report such incident to an appropriate school official.
- Not harass nor discriminate against any student, staff member or volunteer on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, disability, sexual orientation, or social and family background.
- Not engage in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of harassment, intimidation, or bullying.
- Understand that I will not use computer systems, logins, or accounts that have been assigned to someone else. If authorized to use a district computer, I will sign and abide by the district technology use User Agreement.

I also understand that relationships developed with children at school should remain at school and that for the protection of the student, staff and volunteer, volunteers should not be left alone with a child that is out of view of school personnel or another adult volunteer.

Volunteer's Printed Name

Date

Signature



CHAPERONE GUIDELINES

Thank you for volunteering to chaperone this education field trip. Carefully planned, skillfully supervised field trips and excursions are valuable extensions of the classroom experience. They provide a vital opportunity for children to relate school learning to the larger community and world they live in.

The Snohomish School District requires all chaperones to abide by the following guidelines to provide a safe environment for students.

- Chaperones must complete a volunteer packet and pass a *Washington State Patrol Background Check* prior to accompanying students on field trips.
- Chaperones will abide by the direction given to them by the staff members in charge of the field trip.
- Students are to be under the direct supervision of a staff member or adult supervisor at all times. Students who leave your presence (for the rest room, drinks, etc.) should always go in pairs. Unless approved by the staff member in charge, no student is to go with another adult for any reason; this includes parents who may come to the field trip site to pick up their child early.
- School rules are in effect during the field trip, monitor the behavior of all students assigned to you. If you have difficulty with a student, inform the teacher or staff member in charge immediately.
- To assure that a chaperone's full attention is given to the students they are supervising, non-students may not attend.
- Drug or alcohol use is not permitted.
- For overnight trips, chaperones will stay in the same hotel or place as the students, but in separate rooms. The exception of this is educational camps for elementary students with the approval of the Superintendent or designee. Chaperones will assist the staff member in charge in enforcing the established curfew.

I understand that many of the activities on this trip are outside control of the Snohomish School District. I am fully aware of any risk inherent in participating in this type of activity and will take precautions as needed. I have read and understood the school rules and know that these rules and the chaperone requirements are in force the entire trip. I am also aware of my responsibilities to supervise the students on this trip and will conduct myself in a manner befitting a chaperone.

Please sign below and return this form with your volunteer packet.

Chaperone Signature

Phone Number

Printed Chaperone Name

Date