



Volunteer Application

**Please include a copy of your valid driver's license or state ID card.
Your application will be returned if proper ID is not provided.**

School site(s) where you wish to volunteer: _____

Full Name: _____ Female Male
First Name Middle Name (Required) Last Name

All Previous Names (maiden, previous married names, etc.): _____

Date of Birth: _____ Place of Birth: _____

Address: _____ City, State: _____ Zip Code: _____

Phone: (home) _____ (cell) _____ E-mail: _____
You will receive an email when you are approved.

Puyallup School District Employee: Yes No Employee ID number and work assignment: _____

Puyallup School District Student: Yes No Which School? _____

Do you have children in the Puyallup School District? Yes No If so, please list:

| <u>Student Name</u> | <u>School</u> | <u>Grade/Teacher</u> |
|---------------------|---------------|----------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

At any time in your life, have you ever: Been convicted of a crime*? Had findings made against you in any civil proceeding*?
*If so, briefly explain including the date and court involved: _____

I am interested in: Communities In Schools / Good Samaritan Reading Program Field Trips Classroom School Events

Other areas: _____

In case of emergency notify: Name: _____ Phone: _____



Before working with students, all approved volunteers must read the PSD Volunteer Handbook and return the signed Volunteer Agreement. Visit www.puyallup.k12.wa.us/community/volunteer_opportunities/volunteer_handbook.

*I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. I authorize Puyallup School District #3 to make such investigations and inquiries as may be necessary in arriving at a volunteer assignment decision. In the event of a volunteer assignment, I understand that any offer of volunteer placement is contingent upon an acceptable outcome of the criminal history check. I agree that the district may, at its discretion, preclude me from volunteer service if, among other reasons, I provide misleading or incomplete statements. I understand that I am required to abide by all policies, procedures and regulations of the Puyallup School District #3. **I understand this time is spent in a volunteer capacity only, and that employees of Puyallup School District may not, as volunteers, perform the type of services they are employed to perform by the district.***

Signature: _____ Date: _____

Please return this form to your school or to the Puyallup School District Volunteer Office at 302 Second Street SE; Puyallup WA 98372. You will receive an email or letter when your application is approved. This can take up to two weeks. Results of your Washington State Patrol background check are available upon request. Volunteer approval is valid for one school year. You must reapply each year to retain approval status.

District Approval: _____ Date: _____

Level 1 - Full Access (unsupervised) ___ Level 2 - Full Access (supervised) ___ Level 3 - Limited Access: ___ Level 4 - Denial of Access: ___

Comments: _____

Thank you for your willingness to volunteer with the Puyallup School District

Every year, more than 6,000 people choose to volunteer in Puyallup schools. To ensure the safety of our students and staff, all individuals must complete the Puyallup School District's Volunteer Application and be approved before beginning a volunteer assignment. Before working with students, applicants must also read the Volunteer Handbook and sign and submit the included Volunteer Agreement form. Volunteering is a very rewarding experience. Our students and staff appreciate everything our volunteers do to help us reach our goal of academic success for all children.

Guests Are Not Volunteers. Guests include parents and other community members who visit a school to:

- Escort their children into schools,
- Meet with principals and teachers,
- Observe their child's classroom activities,
- Attend events or activities (such as assemblies or classroom celebrations),
- Participate in curricular events (i.e. Open House or evaluating senior projects).

Guests do not need to go through the volunteer application process. They must follow the established procedures of the school, must be supervised at all times, and may not be unsupervised with children other than their own. Guests are not required to be 'cleared', but they are required to check in at the front office and comply with school visitor procedures.

Background checks: The Puyallup School District is required by law to perform background checks on all volunteer applicants. This is done through the Washington Access to Criminal History (WATCH) background system, operated by the Washington State Patrol. This screening takes place before the volunteer begins his or her work with our students.

The WATCH system is a minimal, online screening procedure that looks at crimes against persons within the State of Washington. Screening through WATCH is a standard practice with agencies and organizations that serve children, youth and vulnerable adult populations in Washington State. Other states have similar systems.

What is required to do the check? In order to perform the WATCH check, prospective volunteers must fill out and sign/submit the Puyallup School District Volunteer Application, authorizing PSD to do the check. Volunteers must provide a copy of their valid Washington State Driver's License, Washington State ID, Military ID, passport or other government ID with a photo. In rare cases when a person's name matches too many results in the WATCH system, the Washington State Patrol requires the district to acquire a thumbprint from the volunteer and send the request through U.S. Mail.

WATCH results: If the WATCH system indicates no criminal history, the information is kept in the confidential files with the Volunteer Application and other forms that may pertain to the particular volunteer. The district will provide the prospective volunteer a copy of the results upon request.

If the WATCH system returns information on a prospective volunteer that indicates criminal history, district personnel will first work to verify that the results match the prospective volunteer. If the match is likely, it will be necessary for district personnel to inquire further about the nature of the criminal history. The decision will include consideration of a number of factors, including prior disclosure of criminal history, and type and context of the offense.

Options for Volunteers with Criminal History:

Level 1 - Full Access (unsupervised): Volunteer coaches have regularly-scheduled, unsupervised access to students and are required to undergo fingerprinting as part of their background check. If upon review it is determined the prospective volunteer coach with criminal history poses no greater threat to our students than other coaches, full access to coaching opportunities may be given.

Level 2 - Full Access (supervised): If it is determined the prospective volunteer with criminal history poses no greater threat to our students than other volunteers, full access to volunteer opportunities may be given. Normal levels of volunteer supervision will be provided.

Level 3 - Limited Access: If the risk level of a prospective volunteer with criminal history is low, but still questionable, the school may find a limited volunteer role for the individual. Involvement may be on a short-term or trial basis, with an appropriate and defined role, and should be limited to only those roles with significant levels of supervision.

Level 4 - Denial of Access: Some types of offenses will automatically disqualify a person from volunteering in our schools. The decision to approve or deny volunteer service is based on information concerning the person's criminal history (the number, type and age of criminal convictions) and the level of volunteer service that may be performed. *For more information about criminal background checks, please see RCW 43.43.830.*

**If you have any questions, please feel free to contact your specific school office,
or send an email to volunteers@puyallup.k12.wa.us.**