

Wishkah Valley School District

4640 Wishkah Road, Aberdeen, WA 98520

(360) 532-3128

Volunteer Application Instructions

Thank you for your willingness to volunteer with Wishkah Valley School District. To ensure the safety of our students and staff, there is an application packet you must complete before you can begin your volunteer assignment.

1. Volunteer Application Form

This form provides basic information about you and your volunteer interests.

1. • Sign and date at the bottom of the page to indicate that all the information on your form is accurate and that you have read, understood, and agreed to the guidelines included in the handbook.

2. Washington State Patrol (WSP) Background Check Form

All volunteer applicants must receive a background check through Washington State Patrol.

1. • Please complete, sign and date. Fingerprints are not required when volunteers are in the presence of district employees when working with students.

3. Disclosure Form

This form provides information about any past or current criminal or civil offenses. It also gives permission for the district to conduct the background check.

1. • Please answer each question completely and truthfully. Add an extra sheet of paper if necessary.
2. • Sign and date the form to indicate that the information you provided is accurate.

4. Provide a Copy of your Driver's License

Attach a copy of your current driver's license, or other photo identification that includes your legal name and date of birth. This helps to verify identity during the background check.

VOLUNTEER EXPECTATIONS:

- Wear professional attire; Share concerns with school staff only; show respect for all staff and students; do not use school equipment for personal purposes; do not share personal religious or political beliefs
- No smoking allowed; No weapons allowed; No drugs allowed
- **Important:** All student information must be kept confidential per federal law. Disclosing any information about a student including academic, medical and personal information is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA).

VOLUNTEER REQUIREMENTS:

Wishkah Valley School District **does not** encourage or sanction volunteer/student contact outside the structure of the school day, building, or school-related activities.

This means:

- Do not provide your phone number to any students and do not ask for the phone number of any student.
- Do not provide your address to any student and do not ask for the address of any student.
- Do not offer or agree to transport any student at any time.
- Do not engage in private tutoring sessions outside of the school building or days and hours of operation.
- Do not give any gifts to students or receive gifts from students.
- If working one-to-one with a student, always do so in a public area, i.e. a hallway, classroom or library.

If you suspect that a child may be the victim of abuse, report it immediately to the administrator, teacher or another school district employee.

Please attach a copy of your driver's license or other photo I. D.

Return all completed forms to the
District Office at Wishkah Valley School District: 4640 Wishkah Road, Aberdeen, WA 98520.

WISHKAH VALLEY SCHOOL DISTRICT Volunteer Application

1. Background Information

Date ____/____/____ Check one: ☐ parent/guardian ☐ non-parent/community member

Full legal name _____
first middle last

M ____ F ____ Date of Birth ____/____/____ Birthplace (city/state or country) _____

Address _____ City _____ ST ____ ZIP _____

Phone # _____ E-mail _____

Reason for volunteering: _____

Employer _____ Phone # _____

Emergency contact (local) _____ Phone # _____

2. Volunteer Interests & Availability

Grade level preference _____

Best day(s) of week: M T W Th F

Hours available _____

Volunteer interests _____

All information in this application is accurate to the best of my knowledge. I agree to comply with the school handbook and guidelines. As a condition of being permitted to volunteer for Wishkah Valley School District, I freely accept and voluntarily assume the risks of personal injury or property damage that may result from my volunteer experience, including but not limited to, any activity while volunteering on school property. I hereby agree to waive any and all claims arising out of any such injury or damage.

Applicant signature (or parent/guardian if under 18) _____

Date _____

Results attached ☐

WISHKAH VALLEY SCHOOL DISTRICT

4640 Wishkah Road
Aberdeen, WA 98520
360.532.3128

Applicant Background/Disclosure Questionnaire for Volunteers

The information given below is confidential.

Print Name:	Date:	
	Yes	No
1. Have you ever been convicted of a crime? (Exclude civil infractions, such as minor traffic citations.) For purposes of this question "conviction" means all adverse dispositions, including a finding of guilty, a plea of guilty or nolo contendere, an Alford plea, a stipulation to the facts, a deferred or suspended sentence or deferred prosecution. If yes, please attach an explanation of the nature of this crime, place, date and court. A conviction record will not necessarily bar you from District employment.		
2. Are you presently charged with, but not convicted of, a crime? (Exclude civil infractions such as minor traffic citations.) If yes, please attach an explanation of the nature of this crime, place, date and court. A pending criminal charge will not necessarily bar you from District employment.		
3. Some applicants who have a mental, physical or sensory disability require an accommodation or assistance to enable them to perform the essential functions of the position sought. Are you able to perform the essential functions of the position for which you are applying (with or without accommodation)? If an accommodation is needed please describe the nature of the accommodation.		
Certification, Authorization and Release		
	<i>Initial Here</i>	
I hereby certify that all the information I provide in this application is true and correct.		
I authorize the Wishkah Valley School District to make any investigation of my personal, educational, vocational and employment history.		
I further authorize any current/former employer, person, firm, corporation, educational or vocational institution, or government agency to provide the Wishkah Valley School District with information regarding me.		
I hereby release and discharge the Wishkah Valley School District and those who provide information from any and all liability as a result of furnishing and receiving information.		
I understand and agree that falsification of any part of this application shall be sufficient cause for dismissal or refusal to hire.		

I declare under the penalty of perjury of the laws of the State of Washington that the foregoing answers and all information included in my application are true, complete and correct. If the information provided or answer(s) to any question on the Application or Background Questionnaire change prior to my being hired, I understand and agree to immediately notify the Wishkah Valley School District. I agree that if I have failed to update the Background Questionnaire or if I have provided false, misleading or incomplete information on the application or background questionnaire, the Wishkah Valley School District may, in its sole discretion, terminate my services/employment.

Signature	Date
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