



### 2023-2024 General Volunteer Application

PLEASE PRINT CLEARLY AND FILL OUT FORM COMPLETELY (\* - Indicates Required Fields)

**NOTE:** New application is required every year. Please contact Kim Henley at the district office for more information. 360-641-1025. **\*Please allow 2 weeks for processing. If you will be driving a van or volunteering on an overnight trip, fingerprinting is required. More information is available through our District Office.**

School(s) where you want to volunteer:  EES  WES  CCA  EMS  EHS  GRITS  Other: \_\_\_\_\_

Have you VOLUNTEERED in a previous year?  YES  NO (Only one application is needed for each volunteer per year.)

#### SECTION 1: VOLUNTEER PERSONAL INFORMATION • ADULT •

\*Name (Last, First, Middle Initial): \_\_\_\_\_ \*Date of Birth: \_\_\_\_\_

\*List Birth Name and All Other Names Used (Maiden/Alias): \_\_\_\_\_

Address (Mailing & Physical): \_\_\_\_\_ City: \_\_\_\_\_ State & Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Message Phone: \_\_\_\_\_

Email: \_\_\_\_\_ How long have you lived in the State of WA? \_\_\_\_ Years \_\_\_\_ Months

ID verified (Driver's License or other ID with name and birth date):  Initials of school representative who verified ID: \_\_\_\_\_

Your Emergency Contact: \_\_\_\_\_ Relationship to you: \_\_\_\_\_ Phone: \_\_\_\_\_

VOLUNTEER CATEGORY (Check One):  Parent  Relative  Guardian  Community Member  Host Family

#### SECTION 2: YOUR STUDENT INFORMATION • CHILD •

Do you have children in the Eatonville School District?:  YES  NO

If YES, complete the section below: Please list ALL children who are ENROLLED in the Eatonville School District:

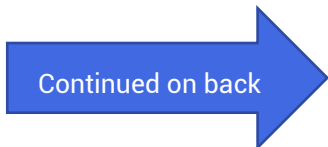
Student Name	School	Grade	Teacher
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please initial if you have read the Volunteer Information Guide \_\_\_\_\_

#### SECTION 3: VOLUNTEER OPPORTUNITIES

How would you like to volunteer? (Check all that apply):  Field Trips  Booster Club  PTO/PTA  Classroom  Office Support  Mentoring  Tutoring/Learning Support  School Events  Other: \_\_\_\_\_

\_\_\_\_\_



**NOTICE: YOU MUST COMPLETE THE REQUIRED CRIMINAL HISTORY AND WA STATE PATROL CHECK!**

**SECTION 4: APPLICANT DISCLOSURE – PURSUANT TO RCW 43.43.830**

- YES    NO   Have you ever been convicted of ANY crime?(Convicted includes ALL instances in which a finding of guilty, a plea of guilty or nolo contendere, an Alford plea, or stipulation to the facts is the basis of conviction and/or all proceedings in which prosecution has been deferred or a sentence has been suspended or deferred.)
  
- YES    NO   Have you ever been convicted of a crime relating to DUI or drugs?
  
- YES    NO   Have you ever been convicted of a crime relating to abuse, neglect, sexual abuse, exploitation or physical abuse?
  
- YES    NO   Have you ever been convicted of a crime relating to financial exploitation, including extortion, theft, robbery, or forgery?
  
- YES    NO   Do you currently have any outstanding criminal charges or warrants against you in WA or in any other state or country?
  
- YES    NO   Have you ever been convicted of domestic violence or assault?
  
- YES    NO   Have you ever had findings made against you for domestic violence, abuse, sexual abuse, neglect, exploitation or financial exploitation of a child or a vulnerable adult in any civil adjudicative proceeding? (A civil adjudicative proceeding includes a judicial or administrative proceeding as well as findings by the Department of Social and Health Services or the Department of Health that you have not administratively challenged or appealed.)

\*REQUIRED INFORMATION FOR WSP BACKGROUND CHECK:    Female    Male   Race: \_\_\_\_\_



**IMPORTANT:** If you have answered **YES** to any of the questions above, please attach a supplemental sheet with a brief explanation of the convictions and send in a sealed envelope to the address below or email it to [k.henley@eatonville.wednet.edu](mailto:k.henley@eatonville.wednet.edu). You will not be considered for volunteer placement until interviewed and approved by Eatonville School District.

**SECTION 5: WASHINGTON STATE PATROL CHECK AND DECLARATION**

Eatonville School District (ESD) conducts routine Washington State Patrol background check on all volunteers. All volunteers must be cleared through the Washington State Patrol Criminal History (WATCH) program. By signing this application, you are granting ESD permission to conduct the background check. If you do not sign below, we cannot process your request and you will be unable to volunteer. WSP results are available upon request.

- *I understand I must answer this application truthfully and completely. Any falsification or deliberate misrepresentation, including omission of a material fact, and/or failure to notify ESD if disclosure information provided changes, can be grounds for denial of volunteer placement or continued volunteer service.*
- *I also understand this time is spent in a volunteer capacity only. Employees of Eatonville School District may not, as volunteers, perform the type of services they are employed to perform by the district. (Fair Labor Standards Act)*
- *I certify under penalty of perjury of the laws of the state of Washington that the information I provided above is true and correct.*

\*Signature: \_\_\_\_\_ \*Date: \_\_\_\_\_

Please return this form to **your school** or the district office at:

Eatonville School District – Human Resources, PO Box 698, 200 Lynch St W, Eatonville, WA 98328 • 360-879-1000



CODE OF CONDUCT FOR VOLUNTEERS

Thank you for your interest in volunteering in the Eatonville School District (ESD). This information is provided for your safety as well as for the protection of the children with whom you will be working. Please review it carefully and ask any questions that may arise. We want the time you spend volunteering in an ESD school to be a positive experience for all.

**RELATIONSHIPS:** For the protection of all, the relationship between you and all students with whom volunteer must be kept appropriate at all times. Continuing your volunteer relationship through out-of-school contact, such as phone calls, home visits, or invitations to your home, social events, office, vehicle, or activities is not permitted. This prohibition, of course, would not restrict out-of-school contact with students who are family friends or known to you through other community contacts.

**APPROPRIATE TOUCHING:** Handshakes, "high five's", an arm or hug around a shoulder are the only safe and friendly ways to touch a child when you are volunteering. For some children, or for some cultures, even these gestures may be unwelcome. No child should be subject to unwelcome touching no matter how well intended. If a child ever inappropriately touches you, please inform a staff member right away.

**COMMUNICATION:** You are a role model. Your conversations with students and staff should demonstrate respect for others and avoid language that may be perceived as discriminatory, profane, sexist, or offensive. No student or staff person should ever be treated differently, spoken to disrespectfully or denied services on the basis of sex, race, religion, disability, age, creed, color, national origin, sexual orientation, or marital status. In addition, school personnel or volunteers cannot encourage or promote religious beliefs by class activities, comments or invitations to their place of worship.

**CONFIDENTIALITY:** As a volunteer, you must respect and maintain confidentiality in regard to personal information obtained regarding a child or his/her family with certain exceptions. Reasonable suspicion of abuse, neglect, sexual abuse, illegal or dangerous activities should be shared with staff. Be assured they will follow up on the information.

**DISCIPLINE:** Any discipline of a student should be left up to a staff member. Physical punishment is never permitted.

**SCHOOL SAFETY PLAN:** In the event of an emergency while you are on site (fire, earthquake etc.) you need to be familiar with the Safety Plan of the building in which you volunteer. Each school will provide their Safety Plan to volunteers at orientation and training sessions.

**CHECK IN/OUT:** All visitors, including volunteers, are required to sign in at the main office in the school and wear an identification badge while on campus.

**VOLUNTEER ORIENTATION & TRAINING:** Volunteers may receive orientation to general building procedures, including an understanding of school policies, rules, and expectations; a tour of the campus; and instructions on what to do in the event of an emergency while you are on site. Specific training for the program you will be working in and instructions on how you will communicate with the assigned staff member should also be provided.

I have read and understand the code of conduct required for all volunteers in the Eatonville School District:

Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## VOLUNTEER/VISITOR CONFIDENTIALITY AGREEMENT - EATONVILLE SCHOOL DISTRICT

Thank you for your interest in volunteering in the Eatonville School District (the "District" or "ESD"). Volunteers provide a valuable service to our schools and the District appreciates the time, talent, commitment, and energies given by all volunteers.

The continued safety of our students and staff is a top priority for the District as is the protection of confidential student information. Volunteers are encouraged to report any inappropriate behavior or governmental action that they observe to the building administrator, their supervisor or the District's Compliance Officer.

### CONFIDENTIALITY AGREEMENT

By spending time in the schools as a volunteer/visitor, you may see and hear things about students' work and behavior that need to remain confidential. Further, you may, under limited circumstances, have access to student education records and other student information.

ESD students have the right to expect that information about them will be kept confidential by all volunteers/visitors. Additionally, the U.S. congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy Act ("FERPA").

Volunteers/visitors must not repeat anything that happens to or about a student to anyone other than authorized school department employees, as designated by the administrators of the ESD school at which they are volunteering/visiting. Confidential information may not be discussed in any form, including any type of social media. Volunteers/visitors should not ask a student personal questions that will invade their right to privacy; however, volunteers/visitors should listen without judgment if students wish to share. Though volunteers/visitors should respect the confidentiality of any information a student may share, if a safety or at-risk issue is revealed a volunteer/visitor should share this information with the teacher or an administrator.

### AS AN ESD VISITOR/VOLUNTEER, YOU AGREE TO THE FOLLOWING:

1. I will not discuss with others the identity of any student at any ESD school, event or program;
2. I will not discuss with others the content of any specific student records, nor will I disclose personally identifiable student information;
3. I must, upon my discovery, immediately report any breach or suspected breach in confidentiality, to the teacher, school principal, or District Compliance Officer;
4. I, as the volunteer/visitor, understand that I may only interact with the student(s) I am designated to observe/interact with and no other student(s) in the classroom and/or building;
5. I will not share information about a student even with others who are genuinely interested in the student's welfare, such as social workers, scout leaders, clergy, grandparents, or nurses/physicians. A grave medical emergency, in which confidential information may be necessary for a student's care, is an exception;
6. I understand that questions about individual students or the content of confidential student records must be directed to a teacher, principal, or appropriate ESD administrator;

School: \_\_\_\_\_

Principal: \_\_\_\_\_

Teacher: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_