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**Chief Leschi Schools**

*Preparing our students to walk  
successfully in "Two Worlds"*

## CHIEF LESCHI SCHOOLS VOLUNTEER PACKET

Chief Leschi Schools (CLS) believes that volunteers contribute greatly to the success of our students and the district as a whole. Although we value our volunteers, the safety of our students is our primary concern. To that end, the following procedure identifies the steps to become a volunteer with CLS.

Volunteers are parents, community members, consultants, and other individuals who would like to contribute their time and talents to our children. This group includes volunteer coaches, field trip chaperones, canoe journey chaperons (who are not current employees), and any individual who will have regular contact or control over Chief Leschi students.

The completed volunteer packet must be received by Human Resources **at least 15 days in advance of any volunteer work to ensure adequate time for processing application materials**, as well as notifying the applicant and the school where the volunteer will be helping our students.

### **Volunteer Application Process**

- 1. Submit Volunteer Packet**  
Complete the volunteer packet and submit it to the Human Resources Department.
- 2. Provide Required Identification**  
Bring your ID or passport, social security card, and Tribal ID (if applicable) when submitting the packet.
- 3. Complete Fingerprinting**  
Follow the provided instructions to complete the fingerprinting process and submit your fingerprint receipt to Human Resources.
- 4. Background Checks**  
Human Resources will conduct reference checks, a national background check, a Tribal background check (if applicable), and a National Sex Offender Registry check.
- 5. Clearance Notification**  
Once your background check clears, you will be notified by Human Resources that you are eligible to volunteer via the email provided on your application.
- 6. Orientation**  
Upon clearance, the school will schedule an orientation session.
- 7. Begin Volunteering**  
After completing the orientation, you may begin volunteering in the approved role.

Volunteers must check in and out of the school office before each volunteer shift. Information and data on students may not be shared with volunteers.

Individuals who may have negative criminal histories are encouraged to contact Human Resources to discuss their situation and resolve whether volunteering would be an appropriate activity.

**Volunteers are NOT permitted to begin volunteering until the satisfactory completion of the background checks.**



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**Chief Leschi Schools** CHIEF LESCHI SCHOOLS

*Preparing our students to walk successfully in "Two Worlds"* **VOLUNTEER DISCLOSURE FORM**

You are being considered for a Volunteer position with Chief Leschi Schools. Volunteer positions require a background investigation as a condition of volunteering and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (ICPFVP Act) and 25 Code of Federal Regulations (DFR) 63, the Implementation of the Indian Child Protection and Family Violence Prevention Act, as amended (25 CFR 63).

As part of this process, Chief Leschi Schools must make a determination of suitability to measure the fitness or eligibility of an applicant, volunteer, or employee for a particular position. Suitability for employment does not evaluate an applicant's education, skills, knowledge, experience, etc. Rather, it requires that the employer investigate the background of each applicant, volunteer, and employee to determine the degree of risk the applicant the applicant, volunteer, or employee brings to the position. (Reference: 25 CFR 63)

Instructions

Please complete the following questions and sign the declaration. Any falsification or deliberate misrepresentation, including omission of a material fact, or failure to complete any part of your application or this questionnaire can be grounds for denial of your volunteer application.

- You must bring in a valid photo ID and original Social Security Card when turning in your completed disclosure form.
- I understand that I will be required to submit to the FBI fingerprinting process.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_ Gender: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_



**VOLUNTEER DISCLOSURE FORM**

Answer **YES** or **NO** to each item listed below.

If the answer is **YES** to any of the questions below, use the space provided to indicate the charge or finding, dates and courts involved. All questions **MUST** be answered. If additional space is needed, attach a separate sheet of paper.

1. Have you ever been arrested, found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious offense, or any of two misdemeanor offenses under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, sexual contact or prostitution; crimes against persons; or offenses committed against children?

No       Yes – Explanation \_\_\_\_\_  
 \_\_\_\_\_

2. Are you presently charged with, but not convicted of a crime? (Exclude civil infractions, such as minor traffic citations.)

No       Yes – Explanation \_\_\_\_\_  
 \_\_\_\_\_

3. Have you ever been convicted of a crime? (The term "convicted" means any 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 a deferred prosecution. Exclude civil infractions, such as minor traffic citations.)

No       Yes – Explanation \_\_\_\_\_  
 \_\_\_\_\_

4. Check any of the following for which you have been convicted. Including any of these crimes as they may have been renamed. (See above for the definition of "convicted".)

- |  |   |
|--|---|
| <input type="checkbox"/> First, Second-, or Third-Degree Child Molestation   | <input type="checkbox"/> Child Abuse or Neglect as Defined in RCW 26.44.020 |
| <input type="checkbox"/> Custodial Assault                                   | <input type="checkbox"/> Aggravated murder                                  |
| <input type="checkbox"/> First or Second-Degree Manslaughter                 | <input type="checkbox"/> Criminal Abandonment                               |
| <input type="checkbox"/> First, Second-, or Third-Degree Assault of a Child  | <input type="checkbox"/> First or Second-Degree Criminal Mistreatment       |
| <input type="checkbox"/> First or Second-Degree Sexual Misconduct with       | <input type="checkbox"/> Violation of Child Abuse Restraining Order         |
| <input type="checkbox"/> Minor(s) First-, Second-, or Third-Degree Rape      | <input type="checkbox"/> First or Second-Degree Murder                      |
| <input type="checkbox"/> First, Second-, or Third-Degree Assault             | <input type="checkbox"/> Promoting Pornography                              |
| <input type="checkbox"/> Patronizing a Juvenile Prostitute                   | <input type="checkbox"/> Child Buying or Selling                            |
| <input type="checkbox"/> First or Second-Degree Robbery                      | <input type="checkbox"/> First or Second-Degree Extortion                   |
| <input type="checkbox"/> Simple Assault                                      | <input type="checkbox"/> Prostitution                                       |
| <input type="checkbox"/> Selling or Distributing Erotic Material to Minor(s) | <input type="checkbox"/> First Degree Promoting prostitution                |
| <input type="checkbox"/> Indecent Liberties                                  | <input type="checkbox"/> First or Second-Degree Kidnapping                  |
| <input type="checkbox"/> First or Second-Degree Custodial Interference       | <input type="checkbox"/> Endangerment with a Controlled Substance           |
| <input type="checkbox"/> Sexual Exploitation of Minor(s)                     | <input type="checkbox"/> First or Second Degree Custodial Sexual Misconduct |
| <input type="checkbox"/> Felony Indecent Exposure                            | <input type="checkbox"/> Malicious Harassment                               |
| <input type="checkbox"/> Incest  | <input type="checkbox"/> First Degree Burglary                              |
| <input type="checkbox"/> Communication with a Minor for Immoral Purposes     | <input type="checkbox"/> Child Abandonment                                  |
| <input type="checkbox"/> First, Second-, or Third-Degree Rape of a child     | <input type="checkbox"/> Unlawful Imprisonment                              |
| <input type="checkbox"/> Vehicular Homicide                                  | <input type="checkbox"/> First Degree Arson                                 |

Check here if you have NOT been convicted of ANY of the above.



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5. Have you ever been (a) found by a court in a protection proceeding under Chapter 74.34 to have abused or financially exploited a vulnerable adult or (b) convicted of any of the following crimes where the victim was a vulnerable adult: (Vulnerable adult means adults of any age who lack the functional, mental, or physical ability to care for themselves.)
- First, second-, or third-degree extortion
  - First, second-, or third-degree theft
  - First or second-degree robbery
  - Forgery
  - Any of the foregoing crimes as they may have been renamed
- No     Yes – Explanation \_\_\_\_\_  
\_\_\_\_\_
6. Have you ever been convicted of any crime involving the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance?
- No     Yes – Explanation \_\_\_\_\_  
\_\_\_\_\_
7. Have you ever been found in any dependency action under RCW 13.3 4.040 to have sexually assaulted or exploited any minor or to have physically abused any minor?
- No     Yes – Explanation \_\_\_\_\_  
\_\_\_\_\_
8. Have you ever been found by a court in a domestic relation proceeding under Title 26 RCW to have sexually abused or exploited any minor, or to have physically abused any minor?
- No     Yes – Explanation \_\_\_\_\_  
\_\_\_\_\_
9. Have you ever been found in any disciplinary board final decision to have sexually or physically abused any minor or developmentally disabled person, or to have abused or financially exploited any vulnerable adult? "Disciplinary board final decision" means (a) any final decision by the director of the Department of Licensing for real estate brokers and salespersons and (b) any final decision by a disciplinary authority under Chapter 18.130 RCW or the secretary of the Department of Health for the following businesses or professions: chiropractic, dentistry, dental hygiene, naturopathy, massage, midwifery, osteopathic medicine and surgery, physical therapy, physicians, practical nursing, registered nursing, and psychology.
- No     Yes – Explanation \_\_\_\_\_  
\_\_\_\_\_
10. Are you presently charged with, but not convicted of, any of the crimes or offenses described in questions 3 through 8 listed above?
- No     Yes – Explanation \_\_\_\_\_  
\_\_\_\_\_
11. Are you Native American?
- No     Yes – If yes, please identify Tribe and Enrollment Number \_\_\_\_\_



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12. Have you ever worked on an Indian reservation or Tribal trust land?

No     Yes – identify Tribal jurisdiction and location \_\_\_\_\_

13. Have you ever resided on an Indian Reservation or Tribal trust land?

No     Yes – identify Tribal jurisdiction and location \_\_\_\_\_

14. Please identify any other names you have used in the past.

\_\_\_\_\_

15. Please identify all states, countries or territories that you have resided in over the last five years. Include dates that you lived in these locations.

\_\_\_\_\_

\_\_\_\_\_

An inquiry will be made to the Washington State Patrol, a Federal, Tribal or other Law enforcement agency to verify your responses to the Tribal Verification, Criminal History Disclosure that you answered above. A copy of any response received pursuant to such an inquiry will be made available to you upon request.

**PROFESSIONAL REFERENCE (please list your most recent professional supervisor):**

Most Recent Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Manager/Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

**PERSONAL REFERENCE (3 references are required for all applicants):**

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

2. Name: \_\_\_\_\_ Title: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: ( \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_



3. Name: \_\_\_\_\_ Title: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

**Disclosure Release Statement**

- I hereby certify under penalty of perjury under the laws of the State of Washington that all information I have provided is true, complete and correct.
- I authorize Chief Leschi Schools to conduct a background investigation into my employment, education, vocational, and other activities such as my credit and criminal background.
- I authorize Chief Leschi Schools to obtain a consumer report or similar information to evaluate my suitability for volunteer work, or for the purpose of promoting, reassigning, or retaining me as a volunteer. I understand that a consumer report is a communication by a consumer reporting agency that reflects character and general reputation (such as a credit check or criminal background check).
- I further authorize any current or former employer, firm, corporation, educational or vocational institution, or government agency to provide Chief Leschi Schools with information regarding me.
- I understand and agree that false or misleading information, including omissions, in my application shall be sufficient cause for dismissal or disqualification from consideration as a volunteer.
- References and personal information that become a part of this application will be regarded as confidential and shall not be revealed to me.
- I understand that I may not begin to work as a volunteer until the acceptable outcome of a criminal history background check and credit reporting; and the approval of the Chief Leschi Schools Human Resources Department. Such information includes copies of related documents, including any rebuttal documents, investigative or other files, in accordance with the laws of our state.
- I hereby release and discharge Chief Leschi Schools and those who provide, receive, and use such information from any and all liability as a result of furnishing and receiving this information.
- I understand that the information obtained in the above discloser will be used by Chief Leschi Schools in compliance with Public Law 101-630.

\_\_\_\_\_  
*Print Full Legal Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*



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## CHIEF LESCHI SCHOOLS VOLUNTEER APPLICATION

Volunteer Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

In case of an emergency notify: \_\_\_\_\_ Phone: \_\_\_\_\_

### QUESTIONARE

Do you have child/children at Chief Leschi Schools?     Yes     No

If so, what is your child/children's name(s) and grades?

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Teacher's name(s)?

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Would you like to volunteer for an upcoming school event? If so, please specify the event and date(s) below.

\_\_\_\_\_

Are you volunteering in a classroom? If so, what grade? Please list the teacher/s you would like to volunteer with.

\_\_\_\_\_

Would you like to volunteer in some other capacity? (example: Athletics, Culture)

\_\_\_\_\_



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I have attached the following required documents and completed both the volunteer disclosure form and application:

- Valid Photo ID
- Social Security Card
- Tribal ID (if applicable)

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*Print Full Legal Name*

---

*Signature*

---

*Date*





**OFFICIAL USE ONLY**

**Department:** \_\_\_\_\_

Received by: \_\_\_\_\_

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

**Human Resources Department**

Received by: \_\_\_\_\_

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

- WSP: \_\_\_\_\_ ( Clear /  RAP)
- FBI: \_\_\_\_\_ ( Clear /  RAP)
- WATCH: \_\_\_\_\_
- NSOPW: \_\_\_\_\_
- Maximum Background Check: \_\_\_\_\_
- Maximum References Completed: \_\_\_\_\_

**Investigation Certification:**

This certifies that a minimum background investigation on the person identified above has been completed in accordance with minimum investigative requirements established by Chief Leschi School Policies and Procedures, 25 CFR 63, PL 101-630 and PL 101-647.

**Investigating Official/Certifying Official:**

(Print Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

(Date) \_\_\_\_\_

**Agency Certification:**

This certifies that the results of this investigation have been reviewed, and a final determination has been made. For identified issues, the person was provided an opportunity to refute, deny, or correct the information prior to a final decision. Based on the information obtained from the background investigation conducted for the person identified above, it does not appear that his/her past -conduct would interfere with his/her performance of duties, nor would his/her service create an immediate or long-term risk for Indian children.

**Adjudicating Official/Certifying Official:**

(Print Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

(Date) \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_



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**School Use Only**

Volunteer Approved Date: \_\_\_\_\_

Volunteer Site/Building: \_\_\_\_\_

Principal Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_