



Name of Middle School: _Highland

Instructions for High School Student 6th Grade Camp Volunteers

Thank you for choosing to volunteer in our schools. We welcome you and appreciate your willingness to help.

The following must be complete BEFORE volunteering.

Steps and required forms:

- 1) Sterling Volunteers Parent Consent Form (To be completed by parent or legal guardian)
- 2) BSD Volunteer Rules, Requirements, and Agreement form. (Steps 2-4 To be completed by student)
- 3) Completion of the **Community Member** background check application located <https://bsd405.org/get-involved/volunteer/>

Steps:

- a) I am interested...drop down select "I am a BSD Student"
 - b) Select the school you intend to volunteer for
 - c) Select the contact type (Teacher)
 - d) Type the contacts first and last name (Camp Coordinator/Interviewer)
 - e) Populate your **legal** name, address, phone, **BSD STUDENT email address** and date of birth
 - f) Answer if you are a BSD employee = no
 - g) Answer if you are a BSD student = yes and provide your student ID number
 - h) Select "Next" to move to read and sign Volunteer Contract
- 4) Save document (all 4 pages) and return to the program advisor/Camp Coordinator

****Note; you will NOT receive and email from Sterling Volunteers as the auto response indicates because you area a minor, your application is submitted manually.**

What happens next:

- 1) The volunteer applications will be collected and submitted to Sterling Volunteers for processing.
- 2) You will be notified by the program advisor of your eligibility. This may take between 1-2 school weeks. Please contact the program advisor with questions.

Step 1 [To be completed by legal parent or legal guardian](#)



Date _____

I, the undersigned parent or legal guardian of _____, do hereby consent, on behalf of myself and said child, to have a background report prepared by Sterling Volunteers and delivered to Bellevue School District for use for volunteer purposes consistent with the disclosure and authorization provided to said child.

Signature of Legal Parent or Guardian

Parent Printed Name

BSD Volunteer Rules, Requirements, and Agreement

Volunteers agree and commit to do the following:

- follow district/school policies and procedures
- comply with all directives of school administrators and staff
- report any student health or safety concerns to school administrators before leaving the school that day
- engage in positive and supportive relationships with students
- respect culture, religion, and lifestyle diversity
- be respectful of teachers'/coaches' time constraints and their authority
- respect students' dignity
- be positive role models
- be good listeners, patient, flexible, and nurturing
- be non-judgmental and allow students to make mistakes
- separate personal goals from those of the students
- respect the confidentiality of students and staff
- ask for help when needed and follow directions of school staff
- support, not replace, the role of parents or guardians
- remain calm, cool, and collected in frustrating and stressful situations
- reinforce students' successes
- overcome setbacks or disappointments
- be reliable, prompt, and dependable
- conform to federal and state laws prohibiting discrimination on the basis of race, color, national origin, sex or disability

Volunteers will NOT engage in any of the following while in their volunteer capacity:

- share information about students, except with appropriate school personnel
- recommend or recruit students for non school-sponsored activities
- express, promote, or share personal agendas (e.g., religious or political) during their volunteer experience
- meet with students outside of school and/or school sponsored activities or when directed not to do so
- make contact with students outside of school, via phone, email, or any social networks.
- use cell phones or cameras to photograph or make videos of students
- violate school policies and procedures or directives of school employees
- engage in any illegal activity while volunteering
- miss scheduled meetings/appointments unless impossible to keep and then will give as much notice as possible

Signature Required on next page.

To be completed by student volunteer

I understand that all volunteering relationships established through the District Programs take place with the student on the school campus, during school hours or at other school authorized activities ONLY.

I also understand that the Bellevue School District has a zero-tolerance policy with regard to sexual harassment, bullying, drugs and alcohol, and weapons. I understand that engaging in any of the prohibited conduct outlined above, or violating any laws or District policies or procedures, will immediately disqualify me from volunteering in any District schools, programs, and/or events.

I understand that I cannot recruit or recommend students for non-school sponsored activities, and I cannot express or share personal (e.g., religious or political) agendas with students.

I understand that volunteering is a privilege, not a right, and that the District may, in its sole discretion, decide to discontinue any volunteer's participation at any time and for any reason or no reason, with or without notice or warning.

I have read and agree with the above Bellevue School District Volunteer Rules, Requirements and Agreement and have received a copy for my records.

**Student
Name**

**Student
Signature**

Date

Step 3 To be completed by student volunteer

NEXT: Complete the Community Member background check application [LINK HERE](#) or at <https://bsd405.org/get-involved/volunteer/>

Return all pages of application to program advisor

- * The volunteer applications will be collected and submitted to Sterling Volunteers for processing.
 - * You will be notified by the program advisor of your eligibility. This may take between 1-2 school weeks.
- Please contact the program advisor with questions.

Bellevue 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 of America and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights, Racial Discrimination, and Gender Expression or Identity Discrimination: Civil Rights/Nondiscrimination Compliance Coordinator
Nancy Pham, (425) 456-4040 or phamn@bsd405.org

Sex-based Discrimination, including Sexual Harassment: Title IX Coordinator: Jeff Lowell, (425) 456-4010 or lowellj@bsd405.org

Disability Discrimination: Section 504/ADA Coordinator: Heather Edlund, (425) 456-4156 or edlundh@bsd405.org

Mailing address for all three: 12111 NE 1st Street, Bellevue, WA 98005.