



Our promise – “Together we create a culture of belonging that empowers every student to achieve academic excellence and graduate prepared for a successful future as an engaged and productive citizen.”

VOLUNTEER APPLICATION

Thank you for your interest in volunteering in the Quincy School District!

Print neatly in INK, no pencil. Complete both sides of this form and the attached Acknowledgement.

Be prepared to show photo ID to school personnel for verification or attach a copy to this form.

YOUR FULL NAME AS IT APPEARS ON YOUR GOVERNMENT-ISSUED ID				How would you like to volunteer? ☐ Classroom/Building Support ☐ Field Trips ☐ *Athletics/Coaching ☐ Other _____ - Volunteer coaches must hold a current First Aid/CPR card prior to volunteering. - Head Coaches must be at least 21 years old -and- Asst. coaches must be at least 19 years old. - All volunteer coaches <u>must pass a background check and be fingerprinted PRIOR</u> to starting. Where would you like to volunteer? ☐ Ancient Lakes Elementary ☐ George Elementary ☐ Monument Elementary ☐ Mountain View Elementary ☐ Pioneer Elementary ☐ Quincy Middle School ☐ Quincy High School ☐ Quincy Innovation Academy ☐ Athletics/Activities/Other
LAST NAME				
FIRST NAME				
MIDDLE INITIAL		OTHER NAME(S) USED		
DATE OF BIRTH (MM/DD/YYYY)		SEX: ☐ MALE ☐ FEMALE ☐ OTHER		
ADDRESS				
CITY/STATE/ZIP				
PHONE				
EMAIL				
NAME(S) OF CHILDREN IN SCHOOL (if applicable)			TEACHER(S)/GRADE(S)	
I agree to complete the following disclosure information and understand that a satisfactory State Criminal History Background Clearance is required pursuant to Washington State Law RCW: 43.43.830 through 43.43.845 and that my service as a volunteer is dependent upon approval. I understand this time spent is in a volunteer capacity only and I have read and agree to comply with district, school, and classroom rules, including Maintaining Professional Staff/Student Boundaries – Policy 5253/5253P, Prohibition of Harassment, Intimidation & Bullying – Policy 3207/3207P, Sexual Harassment – Policy 5011, Drug-Free Schools, Community & Workplace – Policy 5201, Nondiscrimination & Affirmative Action – Policy 5010P and Civility in the Workplace – Policy 5161. These are viewable under the Quick links tab at www.qsd.wednet.edu and in the Volunteer Handbook. The Quincy School District reserves the right to terminate or revoke a volunteer's status at any time.				
Signature _____			Date _____	

Quincy 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 and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: **Title IX Coordinator:** Nik Bergman, Superintendent, nbergman@qsd.wednet.edu, 404 1st AVE SW, Quincy, WA 98848, (509) 787-4571. **Section 504/ADA Coordinator:** Victoria Hodge, Special Programs Director, vhodge@qsd.wednet.edu, 404 1st AVE SW, Quincy, WA 98848, (509) 787-4571. **Civil Rights Compliance Coordinator:** David Garza Jr., Assistant Superintendent, dgarza@qsd.wednet.edu, 404 1st AVE SW, Quincy, WA 98848, (509) 787-4571. **You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint www.k12.wa.us. For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online.



**APPLICANT DISCLOSURE STATEMENT PURSUANT TO
CHAPTER RCW 43.43.830 THROUGH 43.43.845**

VOLUNTEER'S PRINTED NAME _____ **DATE OF BIRTH** _____

Please Answer **YES** or **NO** to each listed item. If the answer is **YES** to any item, explain in the area provided, indicating the charge, or finding, the date of the conviction or finding, the court(s) involved, and the penalty imposed. I understand that the Quincy School District may inquire of state and federal law enforcement or other agencies and examine court or agency records regarding my criminal history and civil adjudications.

The term "convicted" means all adverse dispositions, including, but not limited to, a finding of guilty, a plea of guilty or nolo contendere, a stipulation to the facts, or a deferred or suspended sentence.

1. **Are you presently charged with, but not convicted of, a crime?** A pending criminal charge will not necessarily bar you from QSD employment. If yes, attach an explanation of the nature of the charge, place, date, and court

☐ YES ☐ NO **If YES, PLEASE EXPLAIN** _____

2. **Have you ever been convicted of a crime?** A conviction record will not necessarily bar you from District employment. If yes attach an explanation of the nature of the crime, place, date, court, and final disposition. You need not list traffic violations for which a fine or forfeiture of less than \$150 was imposed.

☐ YES ☐ NO **If YES, PLEASE EXPLAIN** _____

3. 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.?

☐ YES ☐ NO **If YES, PLEASE EXPLAIN** _____

4. Are you **currently under investigation** for any crime or are there any outstanding criminal charges and/or warrants pending against you?

☐ YES ☐ NO **If YES, PLEASE EXPLAIN** _____

As a regular volunteer/coach in the Quincy School District or a chaperone of an overnight event or field trip, the district may request a criminal record check pursuant to Washington State Law RCW: 43.43.830 through 43.43.845, which may include a fingerprint check (volunteer coaches only), through the Washington State Patrol and the Federal Bureau of Investigation to verify your responses to the above inquiries.

I, _____ certify or declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

I understand that any falsification or deliberate misrepresentation, including omission of material fact, or failure to complete any part of my disclosure form can be grounds for denial of volunteer service in the Quincy School District.

In the information provided or answers to any question on my application or this disclosure form change prior to my volunteer service, I understand that I must immediately notify Quincy School District.

Signature _____ **Date** _____

To inquire about the status of your volunteer application or if you have questions, please contact the school office.

**VOLUNTEER RELEASE AND ACKNOWLEDGEMENT**

I have reviewed the following Quincy School District policies/protocols:

- Policy 5253/5253P – Maintaining Professional Staff/Student Boundaries
- Policy 3207/3207P – Prohibition of Harassment, Intimidation, and Bullying
- Policy 5011 – Sexual Harassment
- Procedure 5010P – Nondiscrimination and Affirmative Action
- Policy 5161 – Civility in the Workplace
- Policy 5201 – Drug-Free Schools, Community and Workplace

I shall respect the privacy concerns of students and staff, and I shall hold in confidence all information learned in the course of my volunteer service, whether that information is obtained through electronic or written records or daily interaction. I will not disclose an individual's confidences to anyone, except 1) as mandated by law; 2) to prevent a clear and immediate danger to a person or persons.

I understand that I am responsible for following District procedures regarding maintaining professional staff/student boundaries, incident reporting, and consequences of engaging in boundary invasions. I understand that while school volunteers are not legally mandated reporters of suspected child abuse, the district's expectation is that volunteers contact an administrator or staff member promptly regarding any inappropriate incident, conduct, or behavior.

I understand that I am a volunteer for the Quincy School District, not an employee. I acknowledge that the district does not provide any accidental medical insurance coverage for volunteer activities and that I am aware of and assume all risks of injury or damage to my person or property. As a volunteer, I do not qualify for workers' compensation benefits, and I assume financial responsibility for any injuries I may incur while performing volunteer services.

I have read the volunteer handbook, or had it read to me, and I am familiar with its contents. I understand that the handbook is intended to cover the procedures, rules and policies most often applied to day-to-day volunteer activities, and that some of the information will change from time to time as procedures evolve. The handbook is available for viewing and download on the volunteer page of the district website or I may request a printed copy from the district.

My signature below indicates that I acknowledge the information above, and I agree to comply with all district, school and classroom rules, procedures and policies. I further agree to follow the directions of District faculty and staff when on school grounds and/or at school-sponsored events.

Volunteer's Name - PLEASE PRINT

Location/School

Volunteer's Signature

Date

Please return your completed application (all 3 pages) to the school office where you will be volunteering.

Volunteer coaches will also need to be fingerprinted at the QSD Administration Office - Applicant is responsible for \$65 fee.

To inquire about the status of your volunteer application or if you have questions, please contact the school office.

Office Use Only

- ☐ Background Signed/Attached
- ☐ First Aid/CPR card copy Attached (if applicable)
- ☐ Fingerprinted (athletics only, in addition to background check)

Activities or Athletic Coach Approval
Activities Supervisor/Principal Approval

Signature/Date

**Please also update the QSD Volunteer Master List spreadsheet located on the District Drive*