



SPS Volunteer Application-Screening-Disclosure Form (pg. 1 of 4)

To be completed by applicant and to be approved by the building administrator or program manager

English

School Years 17-19

Volunteer Site: _____

VOLUNTEER GENERAL INFO

Name (First, Last): _____ Date of Birth (dd/mm/yyyy) _____

Aliases/Maiden Name: _____ Gender: _____

Address: _____ City, State, Zip: _____

Primary Phone: _____ Email: _____

Relationship to SPS Parent/Guardian Relative Community Other: _____

If you have a student at the school please specify their name: _____

Do you require any special accommodations in a work environment? No Yes, please describe below: _____

VOLUNTEER EMERGENCY INFORMATION

Emergency Contact Name:	Relationship:
Emergency Contact Phone:	Email:
Your Doctor's Name:	Dr. Contact #:

VOLUNTEER PERSONAL OR PROFESSIONAL REFERENCES

References will be used as need in the background clearance process. Please share at least 1 personal references.

Reference First/Last Name:	Contact Phone	Relationship to volunteer
Reference First/Last Name:	Contact Phone	Relationship to volunteer

TYPE OF VOLUNTEER OPPORTUNITY AND AVAILABILITY

Best Days: Mon Tue Wed Thurs Fri Other: _____

Best Time: _____

VOLUNTEER AREA OF INTEREST

Student Enrichment Support → 1 to 1 Small Group Classroom Assistance Other: _____
 Math Reading Writing Drama Arts/Crafts Music Other, specify: _____

Administrative/Clerical/Non Academic Support
 Lunch/Playground Supervision Office/Library Support Classroom Support Other, specify: _____

Athletics (additional action may be required prior to volunteering)
 Coaches of athletic middle and high school Other Athletic Team Support, specify: _____

Field Trip Chaperone*, Please Specify Type → Day trip Overnight trip*
Date/Time: _____ Location: _____ Staff Contact Name: _____

Other (If there a classroom, project, department or a special skill or talent you would like to share), please specify: _____

<< PLEASE COMPLETE NEXT 2 PAGES OF THIS FORM >>



SPS Volunteer Application-Screening-Disclosure Form (pg. 2 of 4)

To be completed by applicant and to be approved by the building administrator or program manager

Volunteer Site: _____

Safety and Liability

_____ As the relationship with a student progresses, student will likely begin to trust and confide in you. You should take time to listen and show them that you care. It is best practice to avoid making promises and make sure to report to staff any behaviors or communications that concern you.

_____ Personal information about yourself should be shared only as it is relevant to the work you are doing with the student. Do not give any personal contact information to student, including your social media contact information.

_____ Some students, typically at elementary level, will naturally become attached and show affection. Handle the situation with sensitivity. Front hugs are NOT allowed. Instead, carefully put your arm around a child's shoulder and turn it into a side hug or give "high fives." Students should never sit on your lap regardless of age.

Working with Children from Diverse Backgrounds

_____ Students in Seattle Public Schools come from many different families, cultures, and communities—each with its own set of values and beliefs. Be mindful of different cultural norms that every student has. Understanding the students' cultures and helping students' to understand the school culture will increase their ability to learn. Please do not impose your personal values and belief onto the students.

Confidentiality

_____ Students in Seattle Public Schools have the right to expect that information about them will be kept confidential by all volunteers. Additionally, all information contained within a student's educational record is considered confidential and protected by a federal law, the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. Section 1232g. Volunteers are expected to maintain student confidentiality.

_____ Each student you work with has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school department employees, as designated by the administrators at your volunteer site.

_____ You may NOT share information about a student with anyone, including your best friend, significant other, or individuals who are genuinely interested in the student's welfare, such as social workers, scout leaders, clergy, grandparents, or nurses/physicians. Thus, you must refer all such questions to authorized school employees, typically the student's teacher or principal.

_____ Information about a student may be communicated to school staff and school administration. Information shall be communicated immediately if it is a medical emergency OR if a student shares information that indicates a threat of imminent physical injury to the student or others.

_____ Before you speak about a student to another person, remember that violating a student's confidentiality is not only impolite; it's also against the law.

Volunteer Agreement

I (print name), _____, will take the above statements (and the remaining guideline in the Volunteer Handbook) into consideration during and after my time as a volunteer for SPS. I acknowledge that I have been made aware of where to find the Volunteer Handbook for future reference and to whom I can speak to regarding any questions or concerns I may have. I also acknowledge that I will need to review the Online Adult Sexual Misconduct Video AND meet criteria for background check clearance prior to volunteering with SPS students. In addition, while volunteering, I understand that my photo could be used in a SPS publication unless I opt out with the site coordinator. I understand that volunteering at a school or in a program with students is a privilege and that the Principal or Program Manager can terminate my eligibility to volunteer.

Volunteer Name (Print)

Volunteer Applicant Signature

Date

Please submit this completed form to your site volunteer coordinator. Thank you for your service!

Updated: 7/2016



SPS Volunteer Application-Screening-Disclosure Form (pg. 3 of 4)

To be completed by applicant and to be approved by the building administrator or program manager

Volunteer Site: _____

Request for Criminal History Information

in accordance with Child/Adult Abuse Information Act (RCW 43.43.830 through 43.43.845)

The Washington State Legislature has helped us assure security for children by allowing background checks on all people who work with children in schools and in accordance with Chapter 43.43 RCW, prospective volunteers are required to complete this disclosure form. Seattle Public Schools care about our students and therefore we support this requirement and work to ensure all volunteers complete this form and undergo a background check each school year prior to beginning as an active volunteer.

Prospective volunteers are required to complete the disclosure questions below by answering YES or NO to EACH.

If the answer is YES to any question, please explain in the area below as much detail as possible including the charge/ finding, date and the court(s) involved. Please use the next page to add any additional info (you can also attach an additional page if needed).

**Please note that volunteer coaches, overnight chaperones, and other volunteers who might be alone with students may need to undergo further background check through the FBI or other approved SPS background checking systems.*

1)	Have you been arrested or convicted for any crimes?	<input type="checkbox"/> No <input type="checkbox"/> Yes, <i>explain:</i>
3)	Have you been found in any dependency action under Chapter 13.34 RCW to have sexually assaulted or exploited any minor or to have physically abused any minor?	<input type="checkbox"/> No <input type="checkbox"/> Yes, <i>explain:</i>
4)	Have you been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually assaulted or exploited any minor or to have physically abused any minor?	<input type="checkbox"/> No <input type="checkbox"/> Yes, <i>explain:</i>
5)	Have you been found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor?	<input type="checkbox"/> No <input type="checkbox"/> Yes, <i>explain:</i>
6)	Other than any matter above, is there any other fact or circumstance involving you and your background that would call into question you being entrusted with the supervision, guidance and care of young people, vulnerable adults or developmentally disabled persons?	<input type="checkbox"/> No <input type="checkbox"/> Yes, <i>explain:</i>

I have read the information contained in this application. Pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. I authorize Seattle School District No. 1 to conduct a background check and to obtain any and all information needed to process my volunteer application. I further authorize any person contacted by the Seattle School District to provide information to the Seattle School District about my volunteer application. I understand that information from others will not be made available to me. I hereby release and hold harmless Seattle School District No. 1 and all references from any and all liability in obtaining or disclosing such information about my background. I understand that the District may, at its discretion, exclude me from volunteering for any reason, including any misleading or incomplete statements on this application.

I understand that the failure to answer any question truthfully will automatically disqualify you from volunteer and employment opportunities with Seattle Public Schools.

Volunteer Name (Print) _____

Volunteer Applicant Signature _____

Date _____

Please submit this completed form to your site volunteer coordinator. Thank you for your service!

Updated: 7/2016

Adult Sexual Misconduct Prevention: Online Training for Volunteers Contact

All volunteers are required to complete this online course.

This 17 minute training provides volunteers and community partners with information about sexual misconduct as well as guidance on appropriate adult/student interaction.

At the end of the course enter your name and school so we can record your completion in the course. If you would like a digital certificate, please take a screenshot. You may be able to "save as file" through your printer interface. Save your digital copy as PDF or .jpg (JPEG) format only.

At the end of this course you will be asked to enter information so that we can track that you have completed this course.

- Your Name
 - School Name
- Please include a screen shot of your completion certificate*

It is very important that you complete this step.
Thank you!



[Click Here to Start the "Adult Sexual Misconduct Prevention" Online Training](#)

(updated May 12, 2016) Now works on mobile devices!

This course contains videos so a fast connection works better.

If you experience technical issues with video playback or buttons not responding please try a different internet browser.

Please contact volunteer@seattleschools.org if you require access to the ASM video with closed captions or translation.

Technical Notes

Please report any technical issues to volunteer@seattleschools.org.

Note your computer type, browser and be as specific

Seattle Public Schools Guidelines for Volunteer Chaperones Secondary School Day Trips

Thank You for Your Support!

Seattle Public Schools believes that field trips provide a valuable educational experience for students. Without the help of volunteer chaperones like you, many field trips would not be possible. We thank you very much for giving your time and support to these important activities.

In order to help ensure that District-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone.

Becoming a Volunteer Field Trip Chaperone

Because student safety is our paramount concern, Seattle Public Schools has established procedures for screening all school volunteers who may have unsupervised access to children. Please check the District website "Volunteering at SPS" (under the Families & Communities tab) for the latest requirements. No volunteer may chaperone a field trip until the background check and other requirements are completed.

The District also requires that volunteer chaperones be at least 21 years old to supervise students in grades 6-8, 25 years old for students in grades 9-12.

Guidelines for Volunteer Chaperones

Prior to your field trip, the lead chaperone will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, we have developed the following general guidelines to help you perform your duties as a chaperone. If you have any questions regarding these guidelines, please contact the lead chaperone or the building principal/program manager.

1. All school rules apply on District-sponsored events. Chaperones are expected to comply with District policies, follow the directions given by the District's lead chaperone, work cooperatively with other staff and volunteers, and model appropriate behaviors for students. Be sure you are familiar with the Seattle Public Schools' *Code of Conduct*.
2. In order to comply with District policy, during District sponsored events, chaperones:
 - may not use, sell, provide, possess, or be under the influence of drugs or alcohol
 - may not use tobacco in the presence of, or within the sight of, students
 - may not possess any weapon
 - may not administer any medications, prescription or nonprescription, to students
3. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Ensure that students do not get involved in any extra activities not pre-approved by administrators and parents. If a student will not follow your reasonable requests to comply with behavior and safety rules, please notify the lead chaperone or other District staff chaperone promptly.

4. Students must be supervised at all times while at District-sponsored events. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately. At the secondary school level, depending on the activity and the location, it may be appropriate to allow students some time in small groups. Review those expectations with the lead chaperone in advance of your trip. Go over use of the buddy system with students under your care. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.

5. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.

6. Family members or friends of a chaperone may not participate in a District-sponsored field trip or event unless prior approval has been obtained from the building principal. Additional small children can distract you from your duties as a chaperone.

7. Chaperones who transport students in their personal vehicle must complete the Volunteer Driver Checklist form. You are expected to comply with all District and State student transportation rules and regulations. Be aware that your personal vehicle insurance provides primary coverage in the event of an accident or injury.

8. Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.). Know who is first aid trained, where the first aid kit is, where the cell phone is kept, and who has the copies of parental permission slips with emergency phone numbers and medical information.

In the event that I have a personal emergency, please contact:

Printed Name

Relationship

Daytime Phone

I acknowledge that I have received the copy of the "Guidelines for Volunteer Chaperones," have read these guidelines, and agree to comply with the guidelines as a school volunteer.

Name _____ Date _____

Printed Name

Name _____

Signature

Seattle Public Schools Guidelines for Volunteer Chaperones Overnight Field Trips

Thank You for Your Support!

Seattle Public Schools believes that field trips provide a valuable educational experience for students. Without the help of volunteer chaperones like you, many field trips would not be possible. We thank you very much for giving your time and support to these important activities.

In order to help ensure that District-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone.

Becoming a Volunteer Field Trip Chaperone

Because student safety is our paramount concern, Seattle Public Schools has established procedures for screening all school volunteers who may have unsupervised access to children. Please check the District website "Volunteering at SPS" (under the Families & Communities tab) for the latest requirements. No volunteer may chaperone a field trip until the background check and other requirements are completed. If you have recently moved to Washington State and plan to chaperone an overnight field trip, the District may require you to be fingerprinted so we may access other states' criminal history databases. Please allow sufficient time to complete this requirement before the scheduled field trip departure date.

The District also requires that volunteer chaperones be at least 21 years old to supervise students in grades 6-8, 25 years old for students in grades 9-12.

Guidelines for Volunteer Chaperones

Prior to your field trip, the lead chaperone will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, we have developed the following general guidelines to help you perform your duties as a chaperone. If you have any questions regarding these guidelines, please contact the lead chaperone or the building principal/program manager.

1. All school rules apply on District-sponsored events. Chaperones are expected to comply with District policies, follow the directions given by the District's lead chaperone, work cooperatively with other staff and volunteers, and model appropriate behaviors for students. Be sure you are familiar with the Seattle Public Schools' *Code of Conduct*.
2. In order to comply with District policy, during District sponsored events, chaperones:
 - may not use, sell, provide, possess, or be under the influence of drugs or alcohol
 - may not use tobacco in the presence of, or within the sight of, students
 - may not possess any weapon
 - may not administer any medications, prescription or nonprescription, to students
3. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Ensure that students do not get involved in any extra activities not pre-approved by administrators and parents. If a student will not follow your reasonable requests to comply with behavior and safety rules, please notify the lead chaperone or other District staff chaperone promptly.
4. Students must be supervised at all times while at District-sponsored events. Go over use

of the buddy system with students under your care. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available 24/7, be mindful of safety concerns, and respond to students' needs.

5. Night-time supervision can present different challenges. Chaperones should not be sleeping in the same rooms with students, but must ensure that students are in their rooms and not engaged in prohibited activities. This will generally mean a bed check at lights out and at least one additional check during the night. Your lead chaperone will help you understand the requirements and procedures for specific locations where students will be lodging. Different rules may need to be established for locations where students are staying in a gym, in open cabins or other non-traditional lodgings.
6. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
7. Other than the spouse or partner of a chaperone, with prior written approval of the principal, family members or friends of a chaperone may not participate in a District-sponsored overnight field trip.
8. Chaperones who transport students in their personal vehicle must complete the Volunteer Driver Checklist form. You are expected to comply with all District and State student transportation rules and regulations. Be aware that your personal vehicle insurance provides primary coverage in the event of an accident or injury.
9. Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.). Know who is first aid trained, where the first aid kit is, where the cell phone is kept, and who has the copies of parental permission slips with emergency phone numbers and medical information.

In the event that I have a personal emergency, please contact:

_____ _____ _____
Printed Name *Relationship* *Daytime Phone*

I acknowledge that I have received a copy of the "Guidelines for Volunteer Chaperones – Overnight Field Trips," have read these guidelines, and agree to comply with the guidelines as a school volunteer.

Name _____ Date _____
Printed Name

Name _____
Signature

**SEATTLE PUBLIC SCHOOLS
VOLUNTEER DRIVER CHECKLIST**

TRIP INFORMATION

DATE: _____ SCHOOL: _____

PURPOSE OF TRIP: _____

DATE OF TRIP: _____

TRIP IS TO: _____

FROM: _____

MAXIMUM #. OF STUDENTS TO BE TRANSPORTED IN VOLUNTEER'S VEHICLE: _____

DRIVER SCREENING/INSURANCE REQUIREMENTS

NAME OF DRIVER: _____

VEHICLE YEAR/MAKE/MODEL: _____ LIC #: _____

Please respond to each item with a yes or no answer.

YES/NO

_____ I am older than 21 years of age.

_____ I have a valid Washington State driver's license.

License #: _____ Exp. Date: _____

_____ I have had no vehicle moving violations or at-fault accidents within the last three years. If you have had any, please list: _____

_____ I carry minimum auto liability limits of \$300,000 combined single limit of liability (or \$100,000/\$300,000 Bodily Injury; \$50,000 Property Damage) and uninsured/underinsured motorist coverage.

Company: _____ Policy #: _____

_____ I am aware that, in the event of an accident while on a school-related activity, any claims will be tendered to my personal automobile insurance company, and my insurance is primary.

(Continued on reverse side)

VOLUNTEER DRIVER CHECKLIST

VEHICLE INSPECTION

Please respond to each item with a yes or no answer.

YES/NO

- _____ There is a working seat belt for the driver and age-appropriate passenger restraints for each passenger, and I enforce the use of passenger restraints by all occupants of my vehicle.
- _____ My vehicle's brakes, including the emergency brake, are in good working order.
- _____ My vehicle's tires have legal tread depth (at least 3/32").
- _____ My vehicle's brake lights, turn indicators, and headlights are in good working order.
- _____ My vehicle's windows are clear and provide an unobstructed view for the driver.
- _____ My vehicle has functioning rear view mirrors (center and left side).
- _____ My vehicle has no other physical defects that would interfere with the safety of the driver and passengers.
- _____ My vehicle has a rated capacity of ten passengers or less.
- _____ If my vehicle has dual airbags, I will not seat children under 13 or small persons in front passenger seat.
- _____ I will not transport students in a motor home, fifth-wheel trailer, cargo compartment of a van or truck bed.

The above information is true and accurate to the best of my knowledge. I hereby give my permission for a copy of my personal Motor Vehicle Report to be ordered and used in consideration of my transporting students during field trips.

Signature of Volunteer Driver

Date

ADMINISTRATIVE REVIEW

- _____ If the volunteer will drive for more than one day, the district has obtained the information to order a motor vehicle abstract (three-year comprehensive record) from the Department of Licensing.
- _____ If the volunteer will have unsupervised student contact, the district has obtained the information to order a Washington State Patrol background information check.
- _____ All students have parental permission to ride with a volunteer driver.
- _____ All "NO" responses have been addressed satisfactorily.

I have reviewed the above information and this driver and vehicle are approved for this trip.

Signature of Administrator/Designee

Date

Purchase your driving record

Overview

1. Decide what type of record you need
2. Purchase your driving record
3. Print or save your record

1. Decide what type of record you need

Your driving record, also known as driving abstract, drivers abstract, or abstract driving record (ADR), is a history of violations, convictions, collisions, and actions you've incurred over a period of time.

You can get the following kinds of records:

Record type	Cost
Complete record Shows your complete driving record	\$13
Employment record To determine employment eligibility	\$13
3-year noncommercial insurance record For getting or renewing vehicle insurance	\$13
3-year commercial insurance record Creating and renewing commercial vehicle insurance policies	\$13
Volunteer/Transit record To determine if a volunteer driver meets the requirements to drive a vanpool or a vehicle used to transport individuals who are under 18, over 65, or disabled	\$13
School bus driver record Determine if a person is eligible to drive a school bus	\$13
3-year life insurance record Creating and renewing life insurance policies	\$13
<u>Check the status of a driver license</u> See if your license is current, expired, suspended, revoked, or canceled	Free
<u>Learn how to reinstate your license</u> Get personalized instructions for what you need to do to reinstate your driver license	Free

If you're unsure of what record you need, see [Frequently asked questions](#) to learn more about what the records include. If you're not purchasing your own record, see [purchase another person's driving record](#).

2. Purchase your driving record

Login to [License eXpress](#) or [purchase](#) without creating an account.

If you need us to mail it to someone, complete a [Driving record request form](#) and send it to us with a check or money order for the fee.

3. Print or save your record

If you purchase your driving record online print or save it. It's available for 24 hours if you need to print it again.

Questions? Need help

[Contact us](#)

If you are driving with students please include a copy of your driving record with your packet.

Volunteer Chaperones – Overnight Field Trips

Fingerprinting Application Form (Use this form only if you lived in Washington State for less than two years)

Teacher/Program manager initiates this form

Name of School: _____ Date: _____

Individual involved: _____

Description of the Activity: _____

Destination (place of activity): _____

Dates of the Field Trip: From _____ To _____

Fingerprint cost (\$41.75) Individual _____ School _____

Overnight Chaperones MUST review and complete the following posted on the Volunteer website:

<http://bit.ly/SPS-Volunteering>

- I have viewed the on-line course related to "Adult Sexual Misconduct Prevention Course."
- I have read and sign the Volunteer Handbook
- I have read the guidelines for Volunteer Chaperones-Overnight Field Trips
- I have read and adhere to Policy No. 3246 (Use of Reasonable Force)
- I have read the Volunteer Policy. 5630 (Volunteers)
- I have completed Screening Form for background check (WATCH)

Volunteer Chaperone (please print)

Signature of Building principal

For School Principal Use only:

Additional information needed: _____

Principal or Designee Approval

Signature: _____ Date _____

Finger Print Process

- **Payment/fee collection:** School/volunteer coordinator collect any fees associated with Overnight Field-Trip and forward to school secretary who will submit to the Comptroller's Office MS: 33-343. Using Account: 1000 B2653 **Fingerprinting.**
- **Schedule an appointment:** Volunteer Coordinator directs Volunteer/Chaperone to call SPS Safety & Security (2x0707) to schedule an appointment (the fingerprinting process is performed only once unless there is a break in continuous residence in State of Washington.)
- **What you need to bring to your appointment:** Your photo I.D. and a copy of this form to verify proof of payment.

Principals are responsible for ensuring that appropriate levels of supervision are provided, with required ratio of district employees and properly background checked volunteers to students. Principal's signature on the field trip approval form certifies that he or she has verified this supervision will be in place.