Ballard High School
Volunteer Application | Checklist

All volunteers and chaperones must complete the following SPS online paperwork prior to volunteering directly with students. Please complete your application at least 2 weeks before you plan to volunteer.

STEP 1

Complete the **SPS Volunteer Application**. The following items will be needed (emergency contact and phone, 2 references, government photo ID (*uploaded*), and certificate of completing the Adult Sexual Misconduct (ASM) Prevention Training video at [https://seattleschools.org/misconductvideo](https://seattleschools.org/misconductvideo).

**SPS 2019-20 Online Volunteer Application**
[https://seattlepublicschools.volunteerlocal.com/volunteer](https://seattlepublicschools.volunteerlocal.com/volunteer)

**Please Note:** If you have not lived in WA State for the past 3 years you will need to complete a national background check. Visit [https://seattleschools.org/volbackgroundcheck](https://seattleschools.org/volbackgroundcheck) for more information.

STEP 2 – If Chaperoning Day or Overnight Field Trip or Driving

Complete the SPS Chaperone Form **AFTER** completing the Online Volunteer Application.

**SPS Chaperone Form K-12 Day & Overnight Field Trips & Driver Check List**
[https://seattlepublicschools.volunteerlocal.com/volunteer](https://seattlepublicschools.volunteerlocal.com/volunteer)

**Driver Check List for Volunteers:** If driving students **one time** only, complete the Driver Check List. If driving students **more than one time** you will need to request your three-year comprehensive motor vehicle abstract (a history of violations or collisions) and upload the report to complete your Driver Check List. To request your record, visit [https://www.dol.wa.gov/driverslicense/requestyourrecord.html](https://www.dol.wa.gov/driverslicense/requestyourrecord.html)

**Additional Resources**

- SPS Volunteer Handbook: [https://seattlepublicschools.org/volunteer](https://seattlepublicschools.org/volunteer)
- Ballard High School Office: 206-252-1000

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