

2018-19 STUDENT VOLUNTEER APPLICATION

SCHOOL YOU WANT TO VOLUNTEER AT: _____

Varsity Letter Program: Yes / No

SECTION 1: VOLUNTEER PERSONAL INFORMATION

NAME: _____ DATE OF BIRTH: _____
FIRST MIDDLE LAST (Required) MONTH/DAY/YEAR

ADDRESS: _____ CITY: _____ ZIP: _____

SCHOOL YOU ATTEND/GRADE: _____ PHONE: _____ EMAIL: _____
(Required)

EMERGENCY CONTACT: _____ PHONE: _____

SECTION 2: VOLUNTEERING

HOW WILL YOU BE VOLUNTEERING?
CLASSROOM [] OFFICE SUPPORT [] MENTORING [] TUTORING/LEARNING SUPPORT [] SCHOOL EVENTS []

SECTION 3: CRIMINAL HISTORY & WASHINGTON STATE PATROL CHECK

APPLICANT DISCLOSURE PURSUANT TO RCW 43.43.830

- 1. Have you ever been convicted of ANY crime? (Convicted includes ALL instances in which a finding of guilty or nolo contendere is the basis of conviction and/or all proceedings in which a sentence has been suspended or deferred.)..... YES NO
2. Have you ever been convicted of a crime relating to sexual abuse, exploitation or physical abuse? YES NO
3. Have you ever been convicted of any crimes relating to drugs? YES NO
4. Have you ever been convicted of any crimes relating to financial exploitation, including extortion, theft, robbery or forgery? YES NO
5. Do you currently have any outstanding criminal charges or warrants against you in WA or in any other state or country? YES NO
6. Have you ever been convicted of domestic violence or assault? YES NO



If you have answered yes to any of the above questions, please attach a supplemental sheet with a brief explanation of the conviction and send in a sealed envelope to the address below, or email jdimico@nthurston.k12.wa.us. You will not be considered for volunteer placement until interviewed and approved by North Thurston Public Schools.

All volunteers must be cleared through the Washington State Patrol Criminal History (WATCH) program. WSP results are available upon request. By signing below you authorize NTPS to conduct a WSP criminal history background check.

REQUIRED INFORMATION FOR WSP BACKGROUND CHECK: Male Female Race _____

SECTION 4: DECLARATION

- I understand I must answer this application truthfully and completely. Any falsification or deliberate misrepresentation, including omission of a material fact, and/or failure to notify NTPS if disclosure information provided changes, can be grounds for denial of volunteer placement or continued volunteer service.
I also understand this time is spent in a volunteer capacity only. Employees of North Thurston Public Schools may not, as volunteers, perform the type of services they are employed to perform by the district. (Fair Labor Standards Act)
I certify under penalty of perjury according to the laws of the state of Washington that the foregoing is true and correct.

SIGNATURE: _____ DATE: _____

PARENT SIGNATURE (if under 18): _____

SECTION 5: SUBMISSION STEPS:

- 1. Obtain principal signatures from both the school you attend and the school you want to volunteer at.
2. Return completed form to your school or Human Resources, 305 College St. NE, Lacey, WA 98516
3. Once processed, you will be notified that you are approved to volunteer.
4. Student applications must be completed every school year.

Required Signatures! Sign Here ->

STUDENT'S PRINCIPAL APPROVAL

VOLUNTEER SCHOOL PRINCIPAL APPROVAL



VOLUNTEER CODE OF CONDUCT AGREEMENT

Thank you for your interest in volunteering in North Thurston Public Schools. This information is provided for your safety as well as for the protection of the children with whom you will be working. Please review it carefully and ask any questions that may arise. We want the time you spend volunteering in a North Thurston school to be a positive experience for all.

Relationships: For the protection of all, the relationship between you and all students you with whom volunteer must be kept appropriate at all times. Continuing your volunteer relationship through out-of-school contact, such as phone calls, home visits, or invitations to your home, social events, office, vehicle, or activities is not permitted without a specific directive from a teacher and/or prior written parental permission. This prohibition, of course, would not restrict out-of-school contact with students who are family friends or known to you through other community contacts.

Appropriate touching: Handshakes, “high five’s”, an arm or hug around a shoulder are the only safe and friendly ways to touch a child when you are volunteering. For some children, or for some cultures, even these gestures may be unwelcome. No child should be subject to unwelcome touching no matter how well intended. If a child ever inappropriately touches you, please inform a staff member right away.

Communication: You are a role model. Your conversations with students and staff should demonstrate respect for others and avoid language that may be perceived as discriminatory, profane, sexist, or offensive. No student or staff person should ever be treated differently, spoken to disrespectfully or denied services on the basis of race, religion, disability, age, national origin, or marital status. In addition, school personnel or volunteers cannot encourage or promote religious beliefs by class activities, comments or invitations to their place of worship.

Confidentiality: As a volunteer, you must respect and maintain confidentiality in regard to personal information obtained regarding a child or his/her family with certain exceptions. Reasonable suspicion of abuse, neglect, sexual abuse, illegal or dangerous activities should be shared with staff. Be assured they will follow up on the information.

Discipline: Any discipline of a student should be left up to a staff member. Physical punishment is never permitted.

School safety plan: In the event of an emergency while you are on site (fire, earthquake etc.) you need to be familiar with the Safety Plan of the building in which you volunteer. Each school will provide their Safety Plan to volunteers at orientation and training sessions.

Check in/out: All visitors, including volunteers, are required to sign in at the main office in the school and wear an identification badge while on campus.

Volunteer orientation & training: All volunteers will receive orientation to general building procedures, including an understanding of school policies, rules, and expectations; a tour of the campus; and instructions on what to do in the event of an emergency while you are on site. Specific training for the program you will be working in and instructions on how you will communicate with the assigned staff member should also be provided.

A more comprehensive guideline for conduct and school procedures can be found in the volunteer handbook, which can be found here: <https://www.nthurston.k12.wa.us/volunteer>. As a volunteer, you are required to review the handbook before volunteering.

_____ I have read and understand the code of conduct required for all volunteers in North Thurston Public Schools.
(Initials)