

VOLUNTEER APPLICATION
An Equal Opportunity Employer



Full Legal Name: _____
 First M.I. Last

Address: _____

Home Phone: _____ Cell Phone: _____ Date of Birth: _____

E-mail address: _____

In accordance with RCW 43.43.830, prospective volunteers are required to complete this form. In addition, volunteers who may have unsupervised access to students will be required to complete a background check. Volunteers may be retained on a conditional basis pending completion of such background investigation.

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 and the court(s) involved. Have you ever been:

1. Convicted of any crimes against persons as defined in RCW 43.43.830 and listed as follows: First, second or third degree murder, aggravated murder; first, second degree kidnapping; first, second, or third degree robbery; first degree arson; first degree burglary; first or second degree manslaughter ; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree custodial interference ; malicious harassment; first, second, or third degree child molestation; first or second degree sexual misconduct with a minor; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic materials to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; or any of these crimes as they be renamed in the future?

NO _____ YES _____ SPECIFY: _____

2. Found in any dependency action under RCW I 334 .030(2)(b) to have sexually assaulted or exploited any minor or to have physically abused any minor?

NO _____ YES _____ SPECIFY: _____

3. Found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor?

NO _____ YES _____ SPECIFY: _____

4. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor?

NO _____ YES _____ SPECIFY: _____

5. Have you been charged in the past ten (10) years of any crime: Felony or misdemeanor?

NO _____ YES _____ If yes, cite and describe each incident on a separate sheet of paper.

I hereby certify under penalty of perjury under the laws of the State of Washington that the foregoing statements are true and correct. Furthermore, I understand that my retention is conditional upon the background check. My signature below signifies I have received and understand the Volunteer Handbook of School District Policies and Procedures.

Volunteer Signature

Date Signed

Please return this application, **with photo identification**, to the school where you will be volunteering. You may NOT volunteer with our students until background check is complete. This background authorization will be good for 2 years from the date of signature. At the beginning of the second school year resubmit your background check. Your authorization can be revoked at any time upon your written request for revocation. You are responsible for re-submitting a new Volunteer Application 2 year from the date above, and failure to do so may result in the immediate removal and or denial of access to volunteering for the Bridgeport School District.

Your application will be kept confidential, as legally allowed under RCW 42.56

VOLUNTEER PROCEDURES

- Step 1:** Complete the application form and review the Volunteer Services Handbook. (Application and Handbook are available at each school district building).
- Step 2:** Provide identification by Driver's License or another acceptable form of identification.
- Step 3:** Participate in Washington State Patrol clearance process.

Bridgeport School District #75

Driver Certification

I, _____, hereby certify that to the best of my knowledge, I have no health related problems that would impair my ability to safely operate a van or car for the purpose of transporting students. I further certify that I have not had a driving license privilege suspended or revoked in the preceding three years, have not had three or more speeding tickets in excess of ten miles per hour over the speed limit within any twelve-month period in the preceding three years, and that I have not been convicted or undergone a deferred prosecution for any misdemeanor, gross misdemeanor, or felony that is related to the duty of driving students. Such offenses include, but are not limited to, those listed in WAC 180-20-101 (1)(j). I understand that I am responsible for reporting any potentially disqualifying offenses to the Superintendent.

The following items must be attached to this certificate:

- Copy of current Driver's License
- Copy of current Proof of Insurance

Signature

Date

Volunteer Services Handbook

POLICIES and PROCEDURES

Bridgeport School District Volunteer Handbook

District Policies

- A. **Drug Free Workplace-** It is a violation of the Bridgeport School District policy (attached reference-BSD Board Policy 5201) for any employee to unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance including alcohol and tobacco as defined by the Controlled Substance Act.
- B. **Medications-** Medications should not be administered by any school personnel. This includes aspirin. The exception to this is the school nurse when a guardian of the student has filled out the proper forms.
- C. **Sexual Harassment-**The Bridgeport School District recognizes its responsibility to provide a working environment that is free from all types of discrimination (attached reference-BSD Board Policy 5011). Harassment is defined as deliberate verbal, visual or physical advances made within the work setting/school and unwelcomed by the person for whom they are intended. Such unwelcome conduct is seen as harassment when submission to the conduct:
- is made a term or condition of the staff member's employment or factor in academic advancement, whether implied or stated.
 - results in a denial of promotion or other career/academic enhancing opportunities.
 - or interferes with the student/staff member's work performance or otherwise creates an intimidating, hostile, or offensive environment.

Any employee or volunteer, who has been found to have sexually harassed another employee, volunteer or student will be subject to legal action and/or discharged.

Any employee or volunteer who believes he or she has been subjected to sexual harassment or intimidation on the job is strongly encouraged to bring this to the immediate attention of his or her immediate supervisor. All such complaints will be promptly investigated and where appropriate, immediate corrective action will be taken, to the highest degree possible, allowing for a fair investigation. All such complaints will be addressed in the strictest confidence.

- D. **Maintaining Professional Staff/Student Boundaries-**The purpose of this policy (attached reference-BSD Board Policy 5253) is to provide all staff, students, volunteers and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults. An inappropriate boundary invasion means an act, omission, or pattern of such behavior by a school employee that does not have an educational purpose; and results in abuse of the staff/student professional relationship.