

## VOLUNTEER SCREENING & PLACEMENT APPENDIX

- ❖ Volunteer Application Form
- ❖ Screening Form/Request for Criminal History
- ❖ Volunteer Driver Checklist
- ❖ Accessing WATCH
- ❖ Frequently Asked Questions about Volunteer Process and Requirements
- ❖ SPS Volunteer Application Reference Form
- ❖ Sample Reference Request Letter
- ❖ Sample Reference Letter



**School Information:**

## **Volunteer Application Form**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone (home) \_\_\_\_\_ (work/cellular) \_\_\_\_\_  
E-mail (optional) \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Emergency Contact: Name \_\_\_\_\_  
Phone \_\_\_\_\_ Relationship \_\_\_\_\_  
Do you require any special accommodations in a work environment? Yes No  
If yes, please describe. \_\_\_\_\_  
\_\_\_\_\_

*Please indicate what type of volunteer opportunity you are seeking:*

- Academic assistance (i.e. one to one tutor, small group support, classroom assistance)  
 Curriculum enrichment (i.e. drama, arts & crafts, music)  
 Working with Special Populations (i.e. Special Education, English as a Second Language, gifted students)  
 Clerical / Non Academic Support (i.e. lunchroom or playground supervision, office support, library support)

In order to make an effective match for you, it is important for us to know of any special skills or talents you would like to bring to your volunteer work. If so, please describe.

\_\_\_\_\_  
\_\_\_\_\_

*Is there a particular school you are interested in working in? If so, please indicate.*

\_\_\_\_\_

*If not, please indicate what school environment you are interested in working in.*

- Preschool / Head Start Program  
 Elementary School  
 Middle School  
 High School  
 Alternative Program  
 After School Program

*Please indicate what days and times you have available.*

Day (or days) \_\_\_\_\_  
Optimal time \_\_\_\_\_

***Please submit this form to the school where it will be kept on file.***



**Seattle Public Schools Screening Form  
Request for Criminal History Information  
Child / Adult Abuse Information Act  
RCW 43.43.830 through 43.43.845**

**REQUESTING AGENCY**

**Seattle Public Schools**

School Site: \_\_\_\_\_

***Volunteers: Please return this form to the school.***

**APPLICANT OF INQUIRY**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Aliases / Maiden Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_

Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_

E-mail \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

***See Reverse for Disclosure Statement***

**School Verification**

ID Verification (Driver's License or other ID with name and birth date) .....Initials \_\_\_\_\_

OK WATCH (State Patrol Criminal History Check) .....Date Passed \_\_\_\_\_ Initials \_\_\_\_\_

Comments \_\_\_\_\_

(Screening Form Page 2)

**In accordance with Chapter 43.43 RCW, prospective volunteers are required to complete this disclosure form. In addition, prospective volunteers are required to complete the attached Washington State Patrol Criminal History Background Form for disclosure of any applicable charges or findings.**

Applicant Disclosure Form Pursuant to Chapter 43.43 RCW

Answer YES or NO to each of the listed items. If the answer is YES to any of the items, please explain in the area provided, indicating the charge or finding, the date and the court(s) involved.

- (1) Have you been convicted of any crimes against persons?  
Answer \_\_\_\_\_ If yes, please explain:
- (2) Have you been found in any dependency action under RCW 13.34.030 (2) (b) to have sexually assaulted or exploited any minor or to have physically abused any minor?  
Answer \_\_\_\_\_ If yes, please explain:
- (3) 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?  
Answer \_\_\_\_\_ If yes, please explain:
- (4) 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?  
Answer \_\_\_\_\_ If yes, please explain:

*I have read the information contained herein and 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 #1 to inquire with former employers or references and obtain any and all information regarding my job related background. I further authorize any person contacted by the Seattle School District to provide information to the Seattle School District. I understand that information from such former employers or references will not be made available to me. I release and hold harmless Seattle School District #1, my former employers, and all references from any and all liability in obtaining or disclosing such information. I agree that the District may, at its discretion, preclude me from volunteer service if among other reasons, I provide misleading or incomplete statements.*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



## Volunteer Driver Checklist

### Trip Information

School: \_\_\_\_\_ Date(s) of Trip: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Trip is From: \_\_\_\_\_ to: \_\_\_\_\_

Maximum number of students to be transported in volunteers' vehicle: \_\_\_\_\_

### Driver Screening/Insurance Requirements

Name of driver (Last, First, Middle)  
\_\_\_\_\_

Drivers' License #: \_\_\_\_\_ State: \_\_\_\_ Expiration Date: \_\_\_\_\_

Vehicle Year/Make/Model: \_\_\_\_\_ License #: \_\_\_\_\_

Circle Yes or No:

Yes No I am older than 21 years of age.

Yes No I have a valid Washington State driver's license.

Yes No I have had no vehicle moving violations within the last three years.

If "Yes" to above, list violation and date:

Violation	Date

Yes No I carry minimum auto liability limits of \$100,000 per occurrence and \$300,000 aggregate combined single limit of liability (or \$100,000/\$300,000 Bodily Injury; \$50,000 Property Damage) and uninsured motorist coverage.

Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

**Vehicle Inspection**

- \_\_\_\_\_ There is a working seat belt for the driver and each passenger, and I enforce the wearing of seat belts by all.
- \_\_\_\_\_ 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 6 years of age or weighing less than 60 lbs. in front passenger seat.

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 drive for more than one day and 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



## **ACCESSING WATCH** **(Washington Access To Criminal History)**

1. Have your school's Account Number, User Name and Password ready.\*
2. Log onto <https://watch.wsp.wa.gov/>
3. Scroll down to the bottom of the page and click "Login using a Pre-Established Account"
4. It will then ask for your Account number, Username, and Password.
5. Enter your information. If it does not work (because you may be using an old and inactive User Name or need to have the password reset), you will need to call Susan Hall in the Office for Community Learning to ask for reactivation and/or to reset your password.
6. Once your account information has been entered, it will bring up your account page. You now have a menu from which to choose. To run your criminal history check, click the link "Criminal History Request: Process criminal history requests". You may then enter the name and birth date of your potential volunteer. Be sure to create multiple entries if the person has an alias(es).
7. Once you have entered up to ten people and clicked "Search Now", a screen will come up notifying you to "Please use your WATCH INBOX to view responses". Click on that link to check your inbox.
8. Once in your inbox you may print a report for each person. You should attach it to the volunteer's completed disclosure form, add that to their school file, and provide a copy to the volunteer. Under RCW 43.43.830 through 43.43.845, the volunteer must receive a copy of the Washington State Patrol form within ten days after the check has been done.

\* If your school does not have this information, contact Susan Hall, Office for Community Learning at 206-252-0994, or email to [shall@seattleschools.org](mailto:shall@seattleschools.org), and ask for WATCH access information.

If you have any questions you can contact the WATCH customer service line at 360-705-5100.

# Frequently Asked Questions about Volunteer Process and Requirements



## **What are the basic requirements for a person to volunteer in the Seattle School District?**

1. Fill out Disclosure Form/Request for Criminal History Information form (needed to run WATCH) and provide clear photocopy of identification, such as a Driver's License (to be kept on file at school)
2. Fill out Application with Contact and Emergency Contact information (to be kept on file at school)
3. Must be cleared by Washington Access to Criminal History (WATCH) (copy to be kept on file at school)

The application is used to collect volunteer contact information and volunteer interests. If the school does not have a specific application that they use, the district has a general application available. The school may wish to modify the application based on the school's specific volunteer needs.

## **Who runs the Washington Access to Criminal History and how is it run?**

The individual school or Community Agency that the volunteer is applying to work with is responsible for running the Washington Access to Criminal History (WATCH). WATCH is done online at <https://watch.wsp.wa.gov/> Most schools have a password and user name that has already been set up using the District's account number. If your school does not have this yet set up, please contact SPS Office for Community Learning to set up your school's account. WATCH is free to Seattle Schools. Community Agencies should have their own WATCH accounts and passwords. If agencies have any questions about this, please visit the Washington State Patrol Website listed above. *The Request for Criminal History form must be signed before WATCH can be run.*

## **What information is needed to run WATCH?**

Besides having your school's account information, you will need the exact spelling of the person's name and any aliases, and their birth date. The Washington State Patrol decided, due to the increasing number of identify-theft crimes we no longer ask for, or refer to social security numbers. Do not let your volunteer know exactly what information is needed for the check, as this is easy information to use for fraud. In rare cases when the prospective volunteer has a name that is very common in the WATCH system, you may need to acquire a thumbprint and send the form to the Washington State Patrol.

## **What if the check returns a Criminal History or Possible Candidate response for an individual?**

If the person has a child-related crime on their record, the person is automatically denied. Other information returned is considered on an individual basis, but should be disclosed ahead of time by the potential volunteer on their screening form. It depends upon a number of things, such as the nature and severity of the crime, whether it's a chronic crime, the length of time that has passed since it occurred, etc. In these cases the principal must be consulted before a volunteer is approved. The principal may consult with the SPS General Counsel when necessary. This consultation must be documented and will remain in the volunteer's file. A "Possible Candidate" response merely means the information entered is similar enough to another entry for the computer to flag it. It is most often not the person. *However, be sure to evaluate these possible candidates carefully before you discount them.* This is one reason photo identification is needed.

## **Does the school need to fingerprint volunteers?**

While the Seattle School District requires WATCH, it does not require the fingerprinting of a volunteer. It does however encourage it whenever possible in a school's time and budget to acquire more detailed background information. The District does require that programs utilizing volunteers are set up so that a volunteer is not left unattended with children, as neither a background check nor fingerprinting can capture everything in one's background or potential actions. Volunteer coaches are required to have the full 10-finger fingerprinting as with any paid staff. Call 252-0390 for fingerprinting.

## **Are Seattle School District volunteers required to undergo any formal training?**

All volunteers in the Seattle School District should receive a basic orientation to the school or program they are working with. At times Seattle Schools may offer district-wide training for volunteers and tutors. Otherwise it is the responsibility of the schools to orient and train their volunteers. The school's volunteer coordinator and out-of-school time providers may be informed about district or community-based trainings throughout the year.

## **What documentation is required from each school regarding their volunteers?**

Schools are required to keep files of all active volunteers on the premises. They are also required to keep files for inactive volunteers for six years. All schools must have sign-in sheets to keep track of volunteers, their duties and hours worked. In addition, periodic reports may be requested from Risk Management, such as numbers of volunteers, roles, hours worked, etc. This information will be requested as needed and forms provided at that time.

# Volunteer Application Reference Form



Our students are our most precious resource. Because of this, we take every reasonable safety precaution when placing volunteers in our schools. In addition to completing the attached WATCH Request for Criminal History, we ask that you provide us with the following information.

Are you currently employed?            Yes            No

If yes, where are you currently employed? \_\_\_\_\_

Contact Name \_\_\_\_\_

Position \_\_\_\_\_ Phone \_\_\_\_\_

*Please note that you will be notified **in advance** of our intent to contact employment reference.*

Are you currently a student?            Yes            No

If so, at what school? \_\_\_\_\_

What is your area of study? \_\_\_\_\_

Is your volunteer work a requirement of your schooling?    Yes            No

If yes, please describe \_\_\_\_\_

Have you been a volunteer before?            Yes            No

If yes, please note where and describe your role. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide us with two character references.

**Reference**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to you \_\_\_\_\_ Length of time known \_\_\_\_\_

**Reference**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to you \_\_\_\_\_ Length of time known \_\_\_\_\_

# Sample Reference Request Letter

(Adapted from VIBES Program-Bellevue, WA)

## Reference Request Letter

---

*Your Address Here*

Your name has been given as a reference for \_\_\_\_\_ who has volunteered to work in the school setting with students in grades \_\_\_\_\_. Volunteers must have the ability and desire to work as a team or partner with the teacher for the benefit of the child. We would appreciate your honest observations of this applicant's ability to work in this type of volunteer position.

I have enclosed a reference form to help organize your comments. Please fill it out as thoroughly as possible. All information provided is handled as confidential. Please return to the address above.

Thank you for your time and assistance. If you would like to speak to me personally, feel free to call me at \_\_\_\_\_. I look forward to hearing from you. Please let me know if you would like more information.

Sincerely,

---

Volunteer Coordinator

