The Thorp School District’s volunteer program is designed to promote, strengthen, and enhance quality education for all children while providing a valuable experience for the volunteer. There are a variety of volunteer opportunities available. Whether you can give a small or a large block of time, there is a need for your help.

Questions and Answers

**Question:** Do those people who visit the classroom on a one-time only basis such as a guest speaker need to register as volunteers?

No. Guests report to the office as a visitor and receive a visitor pass. Visitors should be with students only in group settings.

**Question:** Do volunteer coaches need to register?

Yes. All volunteers need to register even if they volunteer outside of school hours.

**Question:** Do parents volunteering in the office need to fill out a volunteer registration?

Yes. All volunteers working in the school, including parents, need to register – even if they are working in what appears to be “non-student contact” positions.

**Question:** Do volunteers need to be fingerprinted?

No. Fingerprinting is not required for volunteer registration; but the school district will do a state criminal history background clearance. Volunteers may not be one-one (isolated) with a student.

**Question:** Do field trip and dance chaperones need to register?

Yes.

**Question:** What happens to the registration form after the volunteer completes it?

The volunteer turns in the registration form to be processed by the school district. A list of approved volunteers is given to the teachers listing the availability of volunteers and their areas of interest as noted on the volunteer application.

Volunteers still need to sign in at the school office and pick up a visitor badge each time they volunteer or are in the building during school hours.

(over)
Expectations of Volunteers

Staff, substitutes and volunteers are held to high standards.

- A high degree of confidentiality is required. Students/athletes and their behavior should not be discussed except with a supervisor or administrator. Please sign and return the attached Confidentiality Pledge.
- Attire should be appropriate for the school setting; clothing and appearance should be neat and clean and follow the standards of the student dress code. We ask that you remove your hat while in the school buildings.
- Personal cell phone usage should be limited to appropriate times and private areas (staff room, outside, etc.) Students are not allowed cell phone usage during class time.

If you volunteer on the playground or in the lunchroom, please read our student expectations on the attached Playground and Lunchroom Rules.

Please complete the attached Volunteer Application and Confidentiality Pledge and return those two forms to the school office. A driver’s license or picture identification needs to be provided.
VOLUNTEER APPLICATION

Please provide your driver’s license or picture identification

Legal Name ___________________________ Birthdate ____________

Last First M.I. Male ___ Female ___

All Previous Names (maiden, previous married names, etc.) ____________________________

Street Address ___________________________ City ___________ State ___ ZIP ______

Mailing Address ___________________________ City ___________ State ___ ZIP ______

E-Mail Address ___________________________

Home Telephone ___________________________ Cell Phone ____________________

In Case of Emergency, Notify ___________________________ Phone ______________

Please check all areas that apply:

_____ Help in any way

_____ Volunteering for ________________________________ (specific event)

_____ Chaperone for ________________________________ (event)

Academic:

_____ Tutoring

Subjects: ________________________________

_____ Senior Project

_____ Teacher’s Assistant

Non-Academic:

_____ Clerical/Office

_____ Library

_____ Mentor

_____ Recess Monitor

_____ Lunchroom Monitor

Curriculum Enrichment:

_____ Music/Drama/Art

_____ Career Sharing/Vocational Ed.

_____ Athletics – Coach’s Assistant

Sport: ________________________________

Special Education:

_____ Career Sharing/Vocational Ed.

_____ Athletics – Coach’s Assistant

Special Interests/Skills: ________________________________

_____ Computer Technology

_____ Other ________________________________

I understand a Washington State Criminal History Background Clearance is required, and that my service as a volunteer in the public school system depends on approval. I release the Thorp School District from any liability as a result of receiving any information.

Signature ____________________________ Date ____________________

WATCH OK _______________ (HR employee initials) Date _______________
In accordance with Chapter 43.43 RCS applicants and prospective volunteers are required to complete this disclosure form. In addition, applicants will be checked with the Washington State Patrol for disclosure of any applicable charges or findings. Employment is conditional upon a satisfactory background investigation. Volunteers will be retained on the same conditional basis.

**Application Disclosure From Pursuant to Chapter 43.43 RCS**

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

1. Have you been convicted of any crimes against persons?

   - Yes □ No □ Arson (1st degree)
   - Yes □ No □ Assault (simple)
   - Yes □ No □ Assault (1st, 2nd or 3rd degree)
   - Yes □ No □ Burglary (1st degree)
   - Yes □ No □ Child Abuse/Neglect – defined RCW 26.440020
   - Yes □ No □ Child Molestation (1st, 2nd or 3rd degree)
   - Yes □ No □ Child Buying or Selling
   - Yes □ No □ Child Abandonment
   - Yes □ No □ Child Abuse (violating restraining order)
   - Yes □ No □ Communication with a minor (1st or 2nd degree)
   - Yes □ No □ Custodial Interference (1st or 2nd degree)
   - Yes □ No □ Extortion (1st or 2nd degree)
   - Yes □ No □ Felony Indecent Exposure
   - Yes □ No □ Incest
   - Yes □ No □ Indecent Liberties
   - Yes □ No □ Indecent Management of a Child (1st degree)
   - Yes □ No □ Indecent Management of a Child (2nd degree)
   - Yes □ No □ Indecent Management of a Child (3rd degree)
   - Yes □ No □ Kidnapping (1st or 2nd degree)
   - Yes □ No □ Malicious Harassment
   - Yes □ No □ Manslaughter (1st, 2nd or 3rd degree)
   - Yes □ No □ Murder (aggravated)
   - Yes □ No □ Murder (1st, 2nd, 3rd, 4th, or 5th degree)
   - Yes □ No □ Patronizing a Juvenile Prostitute
   - Yes □ No □ Promoting Pornography
   - Yes □ No □ Promoting Prostitution
   - Yes □ No □ Prostitution
   - Yes □ No □ Rape of a Child (1st, 2nd or 3rd degree)
   - Yes □ No □ Robbery (1st, 2nd, or 3rd degree)
   - Yes □ No □ Selling or Distributing Erotic Material to a Minor
   - Yes □ No □ Sexual Exploitation of Minors
   - Yes □ No □ Sexual Misdemeanor with a Minor (1st or 2nd degree)
   - Yes □ No □ Unlawful Imprisonment
   - Yes □ No □ Vehicular Homicide

2. Have you been convicted of crimes relating to financial exploitation if the victim was a vulnerable child?

   (Crimes relating to financial exploitation: means a conviction for first, second or third degree extortion; first, second or third degree theft; first or second degree robbery, forgery, or as renamed. A “vulnerable adult” is a person sixty years of age or older who has a functional, mental or physical inability to care for himself or herself or patient in state hospital as defined in Chapter 72.23 RCW)

   Answer: ______________ If yes, explain below.

3. Have you been found in any dependency action under RCW 13.34.040 or found in court in a domestic relations proceedings under Title 26 RCW to have sexually abused or exploited any minor?

   Answer: ______________ If yes, explain below

4. Have you been found by a court in a protection proceeding under Chapter 74.34 RCW or any disciplinary board final decision to have sexually or physically abused or exploited any minor or financially developmentally disabled person or to have abused or exploited a vulnerable adult?

   Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor?

   Answer: ______________ If yes, explain below:

I have read the information contained herein and pursuant to RCW9A.72.080. I certify under penalty of perjury under the law of the State of Washington that the foregoing is true and correct. I authorize Thorp School District #400 to make such investigations and inquiries as may be necessary in arriving at an employment/ volunteer assignment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application. In the event of employment/volunteer assignment, I understand that false or misleading information given in my application or interview may result in discharge. I understand that I am required to abide by all policies, procedures and regulations of the district.

**Applicant's Signature:**

**Date:**
VOLUNTEER RELEASE/HOLD HARMLESS AGREEMENT

The undersigned desires to participate as a volunteer for the following event/activity:

____________________________________

which is being sponsored by the Thorp School District on ______________________________.

This event/activity may include riding as a passenger in a school district owned vehicle.

I ACKNOWLEDGE the District will make every attempt to ensure my safety while participating in this volunteer event/activity, but there are certain inherent risks involved that may be unavoidable resulting in bodily injury or property damage to myself or others.

I further acknowledge the District does not provide any accidental medical insurance coverage for this event/activity and that I assume all risks of injury or damage to my person or property.

I agree to hold and save harmless the Thorp School District, its School Board and Employees, and assigns for any claims, suits or damages, (including but not limited to defense and indemnification) which might result from my participating in the above-described event or while riding in the school district owned vehicle.

Printed Name: ________________________________________

Signed: ____________________________________________ Date: ______________________

(If under 18 years of age, parent/guardian signature is required below)

Signature of Parent/Guardian: __________________________ Date: ______________________

(If applicable)
THORP SCHOOL DISTRICT
PLEDGE OF CONFIDENTIALITY

I hereby pledge to hold in strict confidence all information, verbal or written, I receive in my position as a volunteer, substitute, or as a staff member for Thorp School District #400. This confidentiality pledge applies to all students and athletes.

I am aware I am prohibited from disclosing the contents of any records, files, papers and communications. I am also aware that any release of any information is a violation of state and federal law, and I may be subject to criminal and/or civil sanctions as a result of such a release.

I hereby agree not to divulge, publish or otherwise make known to unauthorized persons of the public any information obtained in the course of the year. This pledge covers discussions on my part with fellow staff members, parents, personal friends and fellow citizens, in private, semi-private, or public places.

Printed Name: ______________________________________________

Signature: ________________________________________________

Date: ____________________________