



Personal Information

I am a: Parent/Guardian Relative Community Member **This is a:** New Application Renewal

Name _____ Date: ____/____/____
Last Name Legal First Name M.I.

Address _____
Street City State Zip

Primary Phone _____ Primary E-mail _____

Required Information for Washington State Patrol Background Check

Glendale Lutheran School conducts a routine Washington State Patrol background check on all volunteers. Photo ID is required with name and birth date. All volunteers must be cleared through the Washington State Patrol Criminal History (WATCH) program. By signing this application, you are granting GLS permission to conduct a WSP criminal history background check.

Male Female Alias/Maiden Name _____
 Date of Birth: ____/____/____ Race _____

Student Information for Parent/Guardian or Relative

Please list your children that are enrolled in Glendale Lutheran School:

Student _____ Class _____
 Student _____ Class _____
 Student _____ Class _____

Your relation to the student(s) listed above _____

Field Trip Drivers Only

The following is required to transport students **other than a parent/guardian's own child(ren)**.

- Copy of "Proof of Insurance Certificate"
- Driver's license.

FOR OFFICE USE ONLY

Photo ID Type _____ ID Number _____

Cleared: Yes With Restrictions No Date _____ Staff Approval _____

Restricted Access: 1-Full 2A-Limited 2B-Limited (Driver) 3-Denial Notified: ____/____/____

Comments _____

Volunteer Disclosure

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.)
 No Yes; please explain _____
2. Have you ever been convicted of a crime relating to sexual abuse, exploitation or physical abuse?
 No Yes; please explain _____
3. Have you ever been convicted of any crimes relating to drugs?
 No Yes; please explain _____
4. Have you ever been convicted of any crimes relating to financial exploitation, including extortion, theft, robbery or forgery?
 No Yes; please explain _____
5. Do you currently have any outstanding criminal charges or warrants against you in WA or in any other state or country?
 No Yes; please explain _____

Volunteering

How would you like to volunteer? (Check all that apply)

Classroom/Academic Field Trip Driver School Events/PIE Clerical/Non-Academic Coaching Kitchen

If interested in coaching:

Do you have a current First Aid/CPR card? Yes No Expiration date: _____

If interested in helping in the kitchen:

Do you have a current WA Food Worker Card? Yes No Expiration date: _____

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 GLS if disclosure information provided changes, can be grounds for denial of volunteer placement or continued volunteer service.
- I certify under penalty of perjury according to the laws of the state of Washington that the foregoing is true and correct.

Signature _____ **Date** _____

Information for Prospective Volunteers

Thank you for your interest in volunteering at Glendale Lutheran School! GLS thrives when families and volunteers are involved, and we value their contributions. Your willingness to serve the students and staff of GLS is greatly appreciated. Following is a brief outline of the guidelines and expectations that volunteers must follow to create safe and successful experiences for students, staff and volunteers.

School Philosophy

We expect our volunteers to support our school and students by respecting our Christian values. This school exists so we may know about Jesus Christ and the life we want to live in response to His great love. Therefore, we choose to honor God by showing reverence for Him, His name, and His Word. God has also commanded us to love one another without limitation, so we strive to demonstrate our love for others in our thoughts, words, and deeds.

We reflect these Christian values through some of the following:

- Showing respect for authority and other people
- Abstaining from the use of profanity, vulgarity, or obscenity
- Protecting school property and property that belongs to our neighbors
- Dressing modestly

Background Checks

Background checks are required on all volunteer applicants. This is done through the Washington Access to Criminal History (WATCH) background system, operated by the Washington State Patrol. This screening takes place before the volunteer begins his or her work on our campus or with our students.

The WATCH system is a minimal, online screening procedure that looks at crimes against persons within the State of Washington. Screening through WATCH is a standard practice with agencies and organizations that serve children, youth, and vulnerable adult populations in Washington State. Other states have similar systems. Background checks are performed by school office staff. All information, decisions, and files are kept in the strictest confidence and only shared with relevant staff members.

In order to perform the WATCH check, prospective volunteers must complete and sign/submit an GLS Volunteer Application, authorizing GLS to perform the check. Volunteers must provide a copy of their valid Washington State Driver's License, Washington State ID, Military ID, passport or other government ID with a photo. GLS will provide the prospective volunteer a copy of the results upon request.

If the WATCH system returns information on a prospective volunteer that indicates criminal history, a decision will include consideration of a number of factors, including prior disclosure of criminal history, and type and context of the offense.

Access Levels for Volunteers with Criminal History

Level 1 – Full Access: If it is determined the prospective volunteer with criminal history poses no greater threat to our students than other volunteers, full access to volunteer opportunities may be given. Normal levels of volunteer supervision will be provided.

Level 2A – Limited Access: If the risk level of a prospective volunteer with criminal history is low, but still questionable, the school may find a limited volunteer role for the individual with significant levels of supervision.

Level 2B – Limited Access (Driver): This category specifically limits a parent/guardian field trip driver to transporting his/her own student. This access level may be combined with Level 1 or 2A for non-transportation related volunteer service.

Level 3 – Denial of Access: Some types of offenses will automatically disqualify a person from volunteering at GLS. The decision to approve or deny volunteer service is based on information concerning the person's criminal history (the number, type, and age of criminal convictions) and the type of volunteer service that may be performed.

Decision Notification

Prospective volunteers will be notified of a decision by email, phone call or written letter within 10 days of application.