



## Evergreen Public Schools

Dear Volunteer Applicant,

Thank you for your interest in volunteering to help students achieve academic success.

In order to be a volunteer in the Evergreen School District you must complete the Volunteer Application Process and receive notification of clearance from the Evergreen School District **before** participating in volunteer activities. Approved applicants are permitted to volunteer in all Evergreen schools for two (2) School years.

Volunteer applicants must read, complete, and return the following documents:

**1. WASHINGTON STATE PATROL IDENTIFICATION AND CRIMINAL HISTORY BACKGROUND CHECK**

We request this information to obtain Washington State Patrol (WSP) records of any criminal convictions for felony crimes as well as any offenses against persons or civil adjudication's of child abuse. You will be notified by mail if the WSP report shows evidence of a criminal history background that will adversely affect your volunteer status.

**2. APPLICANT DISCLOSURE FORM**

**3. VOLUNTEER EXPECTATION AGREEMENT**

This form is for your safety as well as for the protection of the children you work with. By signing this form you verify that you understand the expectations and appropriate behaviors while working as a volunteer with ESD students and staff.

**4. COPY OF PHOTO IDENTIFICATION**

Driver License – Please provide a clear, readable copy. No Faxed copies will be accepted.

If you have any questions regarding the clearance process please feel free to contact the staff at your school or the Personnel Clerk at 604-4014.

Thank you for offering your time to make a difference in the lives of children.



Evergreen Public Schools

13501 NE 28<sup>th</sup> St  
P.O. Box 8910  
Vancouver, WA 98668  
360-604-4014

## REQUEST FOR CRIMINAL HISTORY INFORMATION

**A**

**SCHOOL NAME:** \_\_\_\_\_  
(List all schools volunteering at)

**B**

**SUBJECT INFORMATION:**

Applicants Full Legal Name: \_\_\_\_\_

Alias/Maiden Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex \_\_\_\_\_ Race: \_\_\_\_\_

**C**

**APPLICANTS INFORMATION:**

DATE: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

13501 Northeast 28<sup>th</sup> Street ♦ PO Box 8910 ♦ Vancouver, Washington 98668-8910

*Evergreen School District is an Equal Opportunity Employer*

**EVERGREEN SCHOOL DISTRICT NO. 114**

**Applicant Disclosure Form**

*Washington State Law requires applicants for prospective employment and volunteer positions to complete this form.*

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 ever been convicted of any crimes against children or other persons as defined in Section 1 of Chapter 486, Laws of 1987, and listed as follows: Aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; first, second, or third degree rape; first, second, or third degree statutory rape; first or second 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 criminal mistreatment; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; malicious harassment; first, second, or third degree child molestation; first or second degree sexual misconduct with a minor; first or second degree rape of a child; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; or any of these crimes as they may be renamed in the future?

ANSWER \_\_\_\_\_ IF YES, EXPLAIN BELOW.

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2. Have you ever 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, EXPLAIN BELOW.

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3. Have you ever been 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?

ANSWER \_\_\_\_\_ IF YES, EXPLAIN BELOW.

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4. Have you ever 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, EXPLAIN BELOW.

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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.

NOTE: Evergreen School District 114 is required to request the Washington State Patrol and FBI to make available a prospective applicant's record for convictions of offenses against children or other persons, adjudications of child abuse in a civil action, disciplinary board final decisions, and any subsequent criminal charges associated with the conduct that is the subject of the disciplinary board's final decision. Any misrepresentation or willful omission of facts shall be sufficient cause for disqualification of this application or termination of employment.

\_\_\_\_\_  
Applicant Name (Print)

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

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

# Volunteer Expectation Agreement

*Thank you for your interest in volunteering in the Evergreen School District. This information is provided as a guide while volunteering. Please review the following carefully and ask any questions that may arise. We want the time you spend volunteering to be a positive experience for all.*

**Relationships** For the protection of all, the relationship between you and any student you become acquainted with through volunteering in the Evergreen School District must be kept appropriate at all times. Continuing your volunteer relationship through out-of-school contact, such as phone calls, home visits, or visitations to your home, social events, office, vehicle, or activities is not permitted without 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 community contacts.

**Appropriate Touching** Handshakes, “high five”, 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 conversation with students and staff should demonstrate respect for others and should never 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 can not 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 harassment, 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 you volunteer in.

**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.

I have read and understand the above expectations.

\_\_\_\_\_  
Volunteer’s Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Volunteer Coordinator’s Signature

\_\_\_\_\_  
School

\_\_\_\_\_  
Date