



12309 22nd St NE • Lake Stevens, WA 98258
425-335-1500 • www.lkstevens.wednet.edu

Volunteer Application

Completion of one application will allow you to volunteer in all Lake Stevens Schools.

This is a: New Application Renewal

Legal Name _____
First Middle Last

Date of Birth _____
Month Day Year

Gender Male Female

Phone Number _____

Address _____

Email Address _____

Emergency Contact _____
Name Phone Number

Please check one: Parent/guardian Grandparent/relative Community member

If you have children attending Lake Stevens Schools, please list below:

Child(ren's) full name _____

School(s) _____ Grade(s) _____

Which volunteer activities are you interested in?

- Field Trip Chaperone
- Classroom Helper/Tutor
- Office/Clerical
- Lunch Buddy
- Coach (additional background clearance required)
- Other (please specify) _____

Please list the school(s) in which you are interested in volunteering:

OFFICE USE ONLY

Date Received in HR: _____

School/Department: _____

Approved Denied

Restricted

Designated School Official: *I visually confirmed that all information listed on this form corresponds to the applicant's state/federal issued photo ID.*

Print Name: _____

Signature: _____

Today's Date: _____

Lake Stevens School District Volunteer Application Disclosure Form

Please complete this application and return it (in person) along with your valid Washington State driver's license or ID; other state or federal ID; or US passport to the school or department office manager. A Washington Access To Criminal History (WATCH) check will be used to screen volunteers working under the direct supervision of a teacher/administrator in a classroom setting. All applicants volunteering for activities without direct supervision, or who may be alone with students for any reason, are subject to an in-depth Washington State Patrol Background and Federal Bureau of Investigations background check, which includes fingerprinting. The in-depth background checks will remain on file for two years.

If you have never been fingerprinted by Lake Stevens School District and you may be working alone with students (as determined by the teacher/supervisor), you must contact the Human Resources Office to schedule an appointment 425-335-1500. **Under no circumstances will a volunteer be allowed to participate in any activity until a complete background check has been conducted and this application has been approved, in writing, by the Human Resources Office.** Volunteers will receive an email once their application has been approved. A formal response letter will be issued to the volunteer if the application has been denied.

Falsification, deliberate misrepresentation, and/or omission of a material fact, or failure to complete any part of this application may be grounds for denial of your application. All required supporting documentation/statements must accompany this application. If needed, please attach an additional sheet of paper.

I understand that a background clearance is required and that my service depends upon approval. I have received, reviewed and understand the district Volunteer Handbook, including the Sexual Harassment of Students Policy, 5500 (available at all schools, the ESC and the district website).

Signature _____ Date _____

Volunteer Disclosure

Please answer the following questions honestly and completely and sign the declaration. If you answer "yes" to any of the following questions, you must attach a detailed statement that includes the nature of the offense; nature of the charge or warrant against you; name and address of the arresting agency; date of the arrest; final disposition; name and address of the court; complete arrest report, sentence and judgment.

Decisions about volunteer approval status are made on a case by case basis. Criminal convictions DO NOT automatically restrict you from volunteering.

Yes No

- Have you been convicted of crimes relating to financial exploitation (extortion, theft, robbery, forgery) as defined in RCW Chapter 43.43.830(7) or RCW Chapter 72.23 RCW?
- Have you ever been found to have sexually assaulted or exploited any minor or to have physically abused any minor under RCW 13.34.50 or Title 26.44 RCW?
- Have you ever been found to have sexually or physically abused a minor or developmentally disabled person OR to have abused or financially exploited any minor or vulnerable adult under Chapter 74.34 RCW, 26.44 RCW or any final board decision?
- Have you ever been found to have sexually or physically abused any minor, or developmentally disabled person, or to have abused or financially exploited any vulnerable adult in any disciplinary board final decision, or by the director of the department of licensing?
- Do you currently have any outstanding criminal charges and/or warrants of arrest pending against you in the State of Washington? If yes, please specify.
- Do you currently have any outstanding criminal charges and/or warrants of arrest pending against you in any other state, province, territory, and/or country? If yes, please specify.
- Are you presently under investigation in any jurisdiction for possible criminal charges? If "yes", identify agency, location (street address, city, state), case number, and contact for records.
- Have you ever been convicted of a crime? (For the purpose of this question, "convicted" includes (1) all instances in which a plea of guilty or nolo contendere is the basis of conviction, and (2) all proceedings in which a sentence has been suspended, deferred or dismissed). Examples: Driving while license suspended/revoked, reckless driving, DUI, assault, domestic violence, prostitution etc.
- Have you ever been convicted of possession of a controlled substance or crimes related to controlled substances? (For the purpose of this question, "convicted" includes (1) all instances in which a plea of guilty or nolo contendere is the basis of conviction, and (2) all proceedings in which a sentence has been suspended, deferred or dismissed.)

Pursuant to RCW 9A.72.085, I certify, under penalty of perjury under laws of the State of Washington, that the foregoing is true and correct. I understand and acknowledge that if I provide false or incomplete statements, the district may, at its sole discretion, and without notice or due process, terminate my volunteer status immediately. Lake Stevens School District reserves the right to terminate or revoke a volunteer's status at any time.

Printed Full Name _____ Signature _____ Date _____

Please return completed forms to the school in which you would like to volunteer, or to the Lake Stevens School District Educational Service Center, 12309 22nd St NE, Lake Stevens, WA 98258. If you have any questions, please call us at 425-335-1500.

In accordance with RCW 49.60, Lake Stevens School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The district complies with all applicable state and federal laws and regulations to include, but not limited to, Title IX, Title VI of the Civil Rights Acts, Section 504 of the Rehabilitation Act, RCW 49.60 "The Law Against Discrimination," and RCW 28A.640 "Sex Equity," and covers, but is not limited to, all district programs, courses, activities, including extracurricular activities, services, access to facilities, etc. Inquiries regarding compliance procedures should be directed to Lake Stevens School District, 12309 22nd St. NE, Lake Stevens, WA 98258, Attention: Title IX Officer, Ken Collins, or ADA Compliance Officer and Section 504 Compliance Officer, Miriam Tencate, 425-335-1500.