



Valley School District

## Volunteer Checklist & Agreement

Valley School District appreciates your willingness to assist staff in school/program classrooms, programs, departments and activities. The safety and wellbeing of students, staff and community volunteers is our highest priority. Prior to volunteering, applicants are asked to disclose certain information and undergo a background screening, as well as understand his/her role and conduct expectations in the school environment. We thank you for your understanding of the need for these safeguards.

Please check the information below to indicate your understanding of volunteer guidelines. Complete and submit the following forms along with the Volunteer Application and this signed Agreement:

I am a  New Volunteer  Renewing Volunteer Applicant

### ALL APPLICANTS:

\_\_\_\_\_ DISCLOSURE STATEMENT – provide information concerning employment and criminal history

\_\_\_\_\_ WSP REQUEST FOR CRIMINAL HISTORY INFORMATION – provide information in Section C

### APPLICANTS WITH UNSUPERVISED ACCESS/INTERACTIONS WITH STUDENTS:

\_\_\_\_\_ DISCLOSURE STATEMENT and WSP REQUEST FOR CRIMINAL HISTORY INFORMATION, *plus*

\_\_\_\_\_ FINGERPRINTS – follow Fingerprint Instruction Sheet to submit prints to OSPI via electronic scan (at ESD) or via inked fingerprint card by mail

### ROLE AND EXPECTATIONS

\_\_\_\_\_ As a volunteer, I understand my role is to assist staff and all volunteer activities are to be conducted under the supervision of school/program staff. All instructional assistance is to be provided under the control and supervision of certificated staff.

\_\_\_\_\_ As a volunteer, I will confirm assigned responsibilities and expectations with the supervising staff member before beginning any activity. Specific training or direction will be provided to me by staff.

\_\_\_\_\_ I understand I am to refer and/or report student problems that may arise to a regular staff member for resolution, whether instructional, medical, behavioral or operational in nature.

\_\_\_\_\_ I understand that I am required to follow all district policies and procedures. I have been provided information about where to review these documents on the district website.

\_\_\_\_\_ I will follow the building procedures for signing in and out every time I volunteer. I agree to wear an identification badge as required.

\_\_\_\_\_ I will not use computer systems, logins, or accounts that have been assigned to someone else. If authorized to use a district computer I will abide by district policy and procedures guiding electronic resources and internet use.

\_\_\_\_\_ I understand that volunteers are not to discuss the performance, actions or any other information about any student except with the student's teacher, counselor or principal. I understand confidentiality expectations pertain to both written records and verbal statements.

\_\_\_\_\_ I understand I may not proselytize, invite students to events, or ask for students' contact information.

### AGREEMENT

I have read and agree to abide by the above conduct expectations during my volunteer service. I understand that, as a volunteer, I may be released from service or assignment at any time without cause.

\_\_\_\_\_  
Volunteer Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date