



## **VOLUNTEER -- WE NEED** **YOU!**

The success of Genesee Hill Elementary is its community: our teachers, staff, PTA, and our VOLUNTEERS. The school and PTA sponsored events depend on all of us contributing in small and large ways. We need volunteers to chair events, volunteers to work the events, volunteers in the classroom and volunteers to help the school. Without volunteers we would not be able to provide art lessons, our kids would be without a nurse several days a week, our teachers would have no support in their classrooms, which would

limit what they do in their classrooms for our children.

We will announce in our weekly Thursday Bulletins, our Genesee Hill PTA Blog, [www.geneseehillpta.org](http://www.geneseehillpta.org), though Room Parent and/or Cohort emails of our volunteer needs throughout the year. We use SignupGenius.com for all volunteer signups. We will send out Signup Genius links to notify you when we need your help at the school or for an event. Volunteer requests will come from the following:

- Volunteer Coordinator: to notify you of school and PTA volunteer needs (i.e.: recess monitors, nurses office, event chairs, etc.)
- Room Parents: to notify you of in--classroom, field trips, and classroom events volunteer needs
- Cohort Leaders: to notify you of cohort events and major school events
- Thursday Bulletin: to notify you of volunteer needs for the various Genesee Hill events
- Genesee Hill PTA Blog and Facebook: all events and needs will be posted to the blog and shared on Facebook.

We use HelpCounter.net, a web--based program, to sign--in volunteers and visitors via computer at the school. The sign in computer is in the front office. Once you sign--in a label printer will print out your volunteer and/or visitor badge. This system has two wonderful benefits, security/safety and the ability to track volunteer hours. We'd really love to be able to recognize and appreciate our amazing volunteers so please always sign in.

**PLEASE NOTE: Seattle Public Schools is requiring all volunteers to watch a 25--minute video on Adult Sexual Misconduct Prevention: Online Training for Volunteers. Once you've watched the video, please print out the certificate and bring it into the front office. This would be a great opportunity for the front office to make a copy of your Drivers License as well. We must also have a copy of your driver's license. Seattle Public Schools new policy requires us to run background checks every year. To access the video, click on this link: [www.seattleschools.org/modules/cms/pages.phtml?pageid=307222](http://www.seattleschools.org/modules/cms/pages.phtml?pageid=307222).**

**Parents you will not be allowed to volunteer until you watch this video. GOOD NEWS, YOU ONLY HAVE TO WATCH THE VIDEO ONCE SO IF YOU GAVE US A CERTIFICATE LAST YEAR, WE'LL HAVE IT ON FILE! Please look for a sign-up genius soon to schedule a time to update your volunteer paperwork. THERE HAVE BEEN CHANGES TO THE REQUIRED PAPERWORK (SINCE COHORT POTLUCKS) THAT REQUIRE YOUR ATTENTION.**

Immediate volunteer needs: We're looking for a Move--A--Thon Committee members, Auction 2017 committee volunteers for the decoration committee, theme designer, event volunteers, procurement support, classroom art projects leads and support help. Genesee Hill is always looking for Playground Monitors and Lunchroom Monitors. Please contact Athena Frederick at [Volunteers@geneseepta.org](mailto:Volunteers@geneseepta.org) if you are interested in volunteering.

Please continue to the next page to fill out the Seattle Public Schools Background Check form. Thank you! Remember it takes a village.



# SPS Volunteer Application-Screening-Disclosure Form (pg. 1 of 4)

To be completed by applicant and to be approved by the building administrator or program manager

**Volunteer Site:** \_\_\_\_\_

## VOLUNTEER GENERAL INFO

Name (First, Last): \_\_\_\_\_ Date of Birth (dd/mm/yyyy) \_\_\_\_\_

Aliases/Maiden Name: \_\_\_\_\_ Gender: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to SPS ☐ Parent/Guardian ☐ Relative ☐ Community ☐ Other: \_\_\_\_\_

If you have a student at the school please specify their name: \_\_\_\_\_

Do you require any special accommodations in a work environment? ☐ No ☐ Yes, please describe below: \_\_\_\_\_

## VOLUNTEER EMERGENCY INFORMATION

Emergency Contact Name:		Relationship:	
Emergency Contact Phone:		Email:	
Your Doctor's Name:		Dr. Contact #:	

## VOLUNTEER PERSONAL OR PROFESSIONAL REFERENCES

References will be used as need in the background clearance process. Please share at least 1 personal references.

Reference First/Last Name:	Contact Phone	Relationship to volunteer
Reference First/Last Name:	Contact Phone	Relationship to volunteer

## TYPE OF VOLUNTEER OPPORTUNITY AND AVAILABILITY

Best Days:	<input type="checkbox"/> Mon	<input type="checkbox"/> Tue	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri	<input type="checkbox"/> Other:
Best Time:						

## VOLUNTEER AREA OF INTEREST

<input type="checkbox"/>	<b>Student Enrichment Support</b> → <input type="checkbox"/> 1 to 1 <input type="checkbox"/> Small Group <input type="checkbox"/> Classroom Assistance <input type="checkbox"/> Other: _____ <input type="checkbox"/> Math <input type="checkbox"/> Reading <input type="checkbox"/> Writing <input type="checkbox"/> Drama <input type="checkbox"/> Arts/Crafts <input type="checkbox"/> Music <input type="checkbox"/> Other, specify: _____
<input type="checkbox"/>	<b>Administrative/Clerical/Non Academic Support</b> <input type="checkbox"/> Lunch/Playground Supervision <input type="checkbox"/> Office/Library Support <input type="checkbox"/> Classroom Support <input type="checkbox"/> Other, specify: _____
<input type="checkbox"/>	<b>Athletics (additional action may be required prior to volunteering)</b> <input type="checkbox"/> Coaches of athletic middle and high school <input type="checkbox"/> Other Athletic Team Support, specify: _____
<input type="checkbox"/>	<b>Field Trip Chaperone*, Please Specify Type</b> → <input type="checkbox"/> Day trip <input type="checkbox"/> Overnight trip* Date/Time: _____ Location: _____ Staff Contact Name: _____
<input type="checkbox"/>	<b>Other</b> (If there a classroom, project, department or a special skill or talent you would like to share), please specify: _____

<< PLEASE COMPLETE NEXT 2 PAGES OF THIS FORM >>



## SPS Volunteer Application-Screening-Disclosure Form (pg. 2 of 4)

To be completed by applicant and to be approved by the building administrator or program manager

**Volunteer Site:** \_\_\_\_\_

### Safety and Liability

\_\_\_\_\_ As the relationship with a student progresses, student will likely begin to trust and confide in you. You should take time to listen and show them that you care. It is best practice to avoid making promises and make sure to report to staff any behaviors or communications that concern you.

\_\_\_\_\_ Personal information about yourself should be shared only as it is relevant to the work you are doing with the student. Do not give any personal contact information to student, including your social media contact information.

\_\_\_\_\_ Some students, typically at elementary level, will naturally become attached and show affection. Handle the situation with sensitivity. Front hugs are NOT allowed. Instead, carefully put your arm around a child's shoulder and turn it into a side hug or give "high fives." Students should never sit on your lap regardless of age.

### Working with Children from Diverse Backgrounds

\_\_\_\_\_ Students in Seattle Public Schools come from many different families, cultures, and communities--each with its own set of values and beliefs. Be mindful of different cultural norms that every student has. Understanding the students' cultures and helping students' to understand the school culture will increase their ability to learn. Please do not impose your personal values and belief onto the students.

### Confidentiality

\_\_\_\_\_ Students in Seattle Public Schools have the right to expect that information about them will be kept confidential by all volunteers. Additionally, all information contained within a student's educational record is considered confidential and protected by a federal law, the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. Section 1232g. Volunteers are expected to maintain student confidentiality.

\_\_\_\_\_ Each student you work with has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school department employees, as designated by the administrators at your volunteer site.

\_\_\_\_\_ You may NOT share information about a student with anyone, including your best friend, significant other, or individuals who are genuinely interested in the student's welfare, such as social workers, scout leaders, clergy, grandparents, or nurses/physicians. Thus, you must refer all such questions to authorized school employees, typically the student's teacher or principal.

\_\_\_\_\_ Information about a student may be communicated to school staff and school administration. Information shall be communicated immediately if it is a medical emergency OR if a student shares information that indicates a threat of imminent physical injury to the student or others.

\_\_\_\_\_ Before you speak about a student to another person, remember that violating a student's confidentiality is not only impolite; it's also against the law.

### Volunteer Agreement

I (print name), \_\_\_\_\_, will take the above statements (and the remaining guideline in the Volunteer Handbook) into consideration during and after my time as a volunteer for SPS. I acknowledge that I have been made aware of where to find the Volunteer Handbook for future reference and to whom I can speak to regarding any questions or concerns I may have. I also acknowledge that I will need to review the Online Adult Sexual Misconduct Video AND meet criteria for background check clearance prior to volunteering with SPS students. In addition, while volunteering, I understand that my photo could be used in a SPS publication unless I opt out with the site coordinator. I understand that volunteering at a school or in a program with students is a privilege and that the Principal or Program Manager can terminate my eligibility to volunteer.

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

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

\_\_\_\_\_  
Date

Please submit this completed form to your site volunteer coordinator. Thank you for your service!

Updated: 7/2016



## SPS Volunteer Application-Screening-Disclosure Form (pg. 3 of 4)

To be completed by applicant and to be approved by the building administrator or program manager

### Volunteer Site:

#### Request for Criminal History Information

*in accordance with Child/Adult Abuse Information Act (RCW 43.43.830 through 43.43.845)*

The Washington State Legislature has helped us assure security for children by allowing background checks on all people who work with children in schools and in accordance with Chapter 43.43 RCW, prospective volunteers are required to complete this disclosure form. Seattle Public Schools care about our students and therefore we support this requirement and work to ensure all volunteers complete this form and undergo a background check each school year prior to beginning as an active volunteer.

**Prospective volunteers are required to complete the disclosure questions below by answering YES or NO to EACH.** If the answer is YES to any question, please explain in the area below as much detail as possible including the charge/ finding, date and the court(s) involved. Please use the next page to add any additional info (you can also attach an additional page if needed).

*\*Please note that volunteer coaches, overnight chaperones, and other volunteers who might be alone with students may need to undergo further background check through the FBI or other approved SPS background checking systems.*

1)	Have you been arrested or convicted for any crimes?	<input type="checkbox"/> No <input type="checkbox"/> Yes, explain:
3)	Have you been found in any dependency action under Chapter 13.34 RCW to have sexually assaulted or exploited any minor or to have physically abused any minor?	<input type="checkbox"/> No <input type="checkbox"/> Yes, explain:
4)	Have you been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually assaulted or exploited any minor or to have physically abused any minor?	<input type="checkbox"/> No <input type="checkbox"/> Yes, explain:
5)	Have you been found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor?	<input type="checkbox"/> No <input type="checkbox"/> Yes, explain:
6)	Other than any matter above, is there any other fact or circumstance involving you and your background that would call into question you being entrusted with the supervision, guidance and care of young people, vulnerable adults or developmentally disabled persons?	<input type="checkbox"/> No <input type="checkbox"/> Yes, explain:

I have read the information contained in this application. 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. I authorize Seattle School District No. 1 to conduct a background check and to obtain any and all information needed to process my volunteer application. I further authorize any person contacted by the Seattle School District to provide information to the Seattle School District about my volunteer application. I understand that information from others will not be made available to me. I hereby release and hold harmless Seattle School District No. 1 and all references from any and all liability in obtaining or disclosing such information about my background. I understand that the District may, at its discretion, exclude me from volunteering for any reason, including any misleading or incomplete statements on this application.

**I understand that the failure to answer any question truthfully will automatically disqualify you from volunteer and employment opportunities with Seattle Public Schools.**

Volunteer Name (Print)

Volunteer Applicant Signature

Date

Please submit this completed form to your site volunteer coordinator. Thank you for your service!

Updated: 7/2016



# **Seattle Public Schools Guidelines for Volunteer Chaperones Elementary School Day Trips**

## **Thank You for Your Support!**

Seattle Public Schools believes that field trips provide a valuable educational experience for students. Without the help of volunteer chaperones like you, many field trips would not be possible. We thank you very much for giving your time and support to these important activities.

In order to help ensure that District-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone.

## **Becoming a Volunteer Field Trip Chaperone**

Because student safety is our paramount concern, Seattle Public Schools has established procedures for screening all school volunteers who may have unsupervised access to children. Please check the District website "Volunteering at SPS" (under the Families & Communities tab) for the latest requirements. No volunteer may chaperone a field trip until the background check and other requirements are completed.

The District also requires that volunteer chaperones be at least 21 years old.

## **Guidelines for Volunteer Chaperones**

Prior to your field trip, the lead chaperone will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, we have developed the following general guidelines to help you perform your duties as a chaperone. If you have any questions regarding these guidelines, please contact the lead chaperone or the building principal/program manager.

1. All school rules apply on District-sponsored events. Chaperones are expected to comply with District policies, follow the directions given by the District's lead chaperone, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
2. In order to comply with District policy, during District sponsored events, chaperones:
  - may not use, sell, provide, possess, or be under the influence of drugs or alcohol
  - may not use tobacco in the presence of, or within the sight of, students
  - may not possess any weapon
  - may not administer any medications, prescription or nonprescription, to students
3. Students must be supervised at all times while at District-sponsored events. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately. Students must stay with you, their chaperone, at all times. Go over use of the buddy system with students under your care. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.

4. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Ensure that students do not get involved in any extra activities not pre-approved by administrators and parents.
5. Eating and drinking are not permitted outside of designated areas and predetermined times.
6. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
7. Family members or friends of a chaperone may not participate in a District-sponsored field trip or event unless prior approval has been obtained from the building principal. Additional small children can distract you from your duties as a chaperone.
8. Chaperones who transport students in their personal vehicle must complete the Volunteer Driver Checklist form. You are expected to comply with all District and State student transportation rules and regulations. Be aware that your personal vehicle insurance provides primary coverage in the event of an accident or injury.
9. Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.). Know who is first aid trained, where the first aid kit is, where the cell phone is kept, and who has the copies of parental permission slips with emergency phone numbers and medical information.

\*\*\*\*\*

In the event that I have a personal emergency, please contact:

\_\_\_\_\_

*Printed Name*                      *Relationship*                      *Daytime Phone*

I acknowledge that I have received the copy of the "Guidelines for Volunteer Chaperones," have read these guidelines, and agree to comply with the guidelines as a school volunteer.

Name \_\_\_\_\_ Date \_\_\_\_\_

*Printed Name*

Name \_\_\_\_\_

*Signature*