

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. 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 within the last ten (10) years 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.

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

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.

WASHINGTON STATE PATROL

Identification and Criminal History Section
PO Box 42633, Olympia, WA 98504-2633

REQUEST FOR CRIMINAL HISTORY INFORMATION CHILD/ADULT ABUSE INFORMATION ACT RCW 43.43.830 through 43.43.845

(Instructions on Reverse Side)

A SCHOOL NAME _____
REQUESTING AGENCY/ADDRESS
Evergreen School District #114
Agency
Classified Personnel / Applicant Desk
Attn.
PO Box 8910
Address
Vancouver, WA 98668-8910
City/State/Zip

I certify this request is made pursuant to and for the purpose indicated.

Authorized Signature Date

Title

B PURPOSE

ESD/School District Volunteer - no fee
 Non-Profit Busn./Org. - no fee (Excluding Schools & ESD's)
 Profit Business/Org. - \$10
 Adoptive Parent - \$10

Fees:
Make payable to Washington State Patrol by cashier's check, money order, or commercial business account.

NO PERSONAL/CERTIFIED CHECKS ACCEPTED

C APPLICANT OF INQUIRY

Applicant's Name: _____
Last First Middle

Alias/Maiden Name: _____

Date of Birth: _____ Sex: _____ Race: _____
Month/Day/Year

Social Security Number: _____ Driver's Lic. Number/State: _____ / _____

Secondary dissemination of this criminal history record information response is prohibited unless in compliance with RCW 10.97.050.

D IDENTIFICATION DECLARING NO EVIDENCE
WASHINGTON STATE PATROL IDENTIFICATION & CRIMINAL HISTORY SECTION
(THIS PORTION MAILED BY REQUESTING AGENCY)
As of this date, the applicant named below shows no evidence pursuant to RCW 43.43.830 through 43.43.845.

Evergreen School District #114
Requesting Agency

Applicant's Signature

Applicant's Name

Address

City/State/Zip

Phone Number: _____

WSP Use Only

Valid Two Years From Issue

Right Thumb Print (Optional)

FOR FURTHER INFORMATION, CONTACT THE WASHINGTON STATE PATROL AT PHONE NUMBER: (360) 705-5100

EMAIL ADDRESS: crimhis@wsp.wa.gov

Washington State Patrol WEBSITE: <http://www.wa.gov/wsp/>

CHILD/ADULT ABUSE RECORD SEARCH GUIDELINES:

Refer to Revised Code of Washington (RCW) 43.43.830-43.43.845 for complete information. Child/Adult Abuse Information Act background checks may be conducted by Washington state businesses, organizations or individuals. All other states must conduct searches under the Criminal Records Privacy Act, RCW 10.97.

1. Searches can be conducted only on prospective employees, volunteers or adoptive parents.

Background checks can be conducted on prospective employees, volunteers, or adoptive parents who will or may have unsupervised access to children under sixteen years of age, developmentally disabled persons, or vulnerable adults. The background check is for initial employment or engagement decisions only.

Background checks on current employees or volunteers should be done through the Criminal Records Privacy Act, RCW 10.97

2. Applicants must be notified an inquiry may be made.

A business or organization shall not make an inquiry to the Washington State Patrol unless the business or organization has notified the applicant, applying for a position as an employee or volunteer that an inquiry may be made.

3. A business or organization must prepare a disclosure statement to be signed by the applicant before a background check may be conducted.

A business or organization shall require each applicant to disclose whether the applicant has been:

- (a) convicted of any crime against children or other persons;
- (b) convicted of crimes relating to financial exploitation if the victim was a vulnerable adult;
- (c) convicted of crimes related to drugs as defined in RCW 43.43.830;
- (d) found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor;
- (e) 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;
- (f) found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person or to have abused or financially exploited any vulnerable adult;
- (g) found by a court in a protection proceeding under chapter 74.34 RCW, to have abused or financially exploited a vulnerable adult.

The disclosure shall be made in writing and signed by the applicant and sworn under penalty of perjury. The disclosure sheet shall specify all crimes against children or other persons, all crimes relating to drugs, and all crimes relating to financial exploitation as defined in RCW 43.43.830 in which the victim was a vulnerable adult.

4. Applicants must be notified of the response.

The requesting agency shall notify the applicant of the Washington State Patrol's response within ten days after receipt. The employer shall provide a copy of the response to the applicant and shall notify the applicant of such availability.

WASHINGTON STATE PATROL RESPONSE

This identification certificate is the result of a request for criminal conviction record information from the Washington State Patrol Identification and Criminal History Section on a prospective applicant by a business or organization. Pursuant to the Child/Adult Abuse Information Act, RCW 43.43.830 through 43.43.845, if the conviction record, disciplinary board final decision, or civil adjudication record shows no evidence of a crime against children or other persons, an identification declaring the showing of no evidence shall be issued to the applicant.

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.

- 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.

- 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.

- 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.

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 invitations to your home, social events, office, vehicle, or activities is not permitted without a 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 not 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

Please attach a copy
of photo ID (driver's
license, state issued
ID, or passport)