



**FEDERAL WAY  
PUBLIC SCHOOLS**

**Federal Way Public Schools  
Volunteer Application**

SCHOOL NAME(S): Totem Middle School

CHILD(REN) NAME: \_\_\_\_\_

REQUEST FOR CRIMINAL HISTORY INFORMATION CHILD/ADULT ABUSE INFORMATION ACT (RCW 43.43.830 THROUGH 43.43.845) FOR VOLUNTEERING WITH FEDERAL WAY PUBLIC SCHOOLS -RETURN COMPLETE FORM TO THE SCHOOL

**INSTRUCTIONS:** PLEASE COMPLETE THIS FORM WHEN INTERESTED IN VOLUNTEERING FOR FEDERAL WAY PUBLIC SCHOOLS. COMPLETING THIS FORM ALLOWS FWPS TO REQUEST CRIMINAL HISTORY RECORD INFORMATION FROM THE WASHINGTON STATE PATROL IDENTIFICATION AND CRIMINAL HISTORY SECTION. **PLEASE LIST ALL SCHOOL LOCATIONS YOU MAY VOLUNTEER IN FWPS IN THE SCHOOL NAME(S) SECTION ABOVE.**

A COMPLETED APPLICATION INCLUDES A COPY OF THE APPLICANTS DRIVERS LICENSE.

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

**A. VOLUNTEER – APPLICANT INFORMATION: (Please Print Clearly)**

Applicant's Name: \_\_\_\_\_  
Last First Middle

Alias/Maiden Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Month/Day/Year

Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

**The information I have provided is correct and I have received FWPS harassment policies 5266 and 3207.**

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

As of this date, the applicant named above shows no evidence pursuant to RCW43.43.830-43.43-845. Valid for 2 years from date of the stamp  
  
FWPS USE ONLY

**B. VOLUNTEER INTEREST**

- Classroom
- Field Trips

Please list dates of your known field trips

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Field Day
- Overnights (Requires 10 digit fingerprinting with the cost of \$65. Fingerprinting must be scheduled with the HR office a minimum of 2 months prior to the event)
- Other (Please provide details including the date(s) below)

\_\_\_\_\_  
\_\_\_\_\_

**C. REQUESTER INFORMATION:**

**REQUESTERS ADDRESS:  
Federal Way Public Schools  
Attn: Human Resources  
33330 8<sup>th</sup> Avenue South  
Federal Way, WA 98003**



## FEDERAL WAY PUBLIC SCHOOLS DISCLOSURE STATEMENT

Please complete the following questions and sign the declaration. Any falsification or deliberate misrepresentation, including omission of a material fact or failure to complete any part of your application or this questionnaire can be grounds for denial of volunteer status, employment or continued employment with Federal Way Public Schools.

All required documentation requested must accompany this form. If additional space is needed, attach a sheet of paper.

### SECTION I - PERSONAL INFORMATION (please print or type)

1. NAME: \_\_\_\_\_  
Last First Middle

2. Please list all former names (a) you have used when working for another employers or (b) by which you are known to reference.

### SECTION II - PROFESSIONAL FITNESS

If you answer "yes" to questions 1 through 4, on a separate sheet of paper, give a complete explanation, including duties, circumstances, and any supporting documentation.

Yes No

1. Have you ever been dismissed, discharged or fired from any employment?
2. Have you ever resigned from or otherwise left any employment while allegations of misconduct on your part were pending or under investigation?
3. Have you ever been disciplined by a past or present employer because of allegations of misconduct?
4. Are you currently the subject of any investigation or inquiry by an employer because of allegations of misconduct or harassment on your part or have you ever been found to be guilty of misconduct or harassment by an employer?

### SECTION III - CRIMINAL HISTORY

If you answer "yes" to questions 1 through 9, you must provide a detailed statement.

1. Check any of the following for which you have been convicted, including any of these crimes as they may have been renamed. (The term "convicted" includes all instances in which a finding of guilt, a plea of guilty or nolo contendere, or stipulation to facts or deferred or suspended sentence occurred).

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Custodial Assault                                      | <input type="checkbox"/> Child Buying or Selling                             | <input type="checkbox"/> First Degree Arson                               |
| <input type="checkbox"/> First or Second Degree Manslaughter                    | <input type="checkbox"/> Indecent Liberties                                  | <input type="checkbox"/> Malicious Harassment                             |
| <input type="checkbox"/> First, Second, or Third Degree Rape                    | <input type="checkbox"/> Felony Indecent Exposure                            | <input type="checkbox"/> First Degree Burglary                            |
| <input type="checkbox"/> Prostitution   | <input type="checkbox"/> Sexual Exploitation of Minor(s)                     | <input type="checkbox"/> Criminal Abandonment                             |
| <input type="checkbox"/> First Degree Promoting Prostitution                    | <input type="checkbox"/> Vehicular Homicide                                  | <input type="checkbox"/> Aggravated Murder                                |
| <input type="checkbox"/> First or Second Degree Robbery                         | <input type="checkbox"/> Incest  | <input type="checkbox"/> First or Second Degree Murder                    |
| <input type="checkbox"/> Patronizing a Juvenile Prostitute                      | <input type="checkbox"/> Unlawful Imprisonment                               | <input type="checkbox"/> Promoting Pornography                            |
| <input type="checkbox"/> First, Second or Third Degree Extortion                | <input type="checkbox"/> Simple Assault                                      | <input type="checkbox"/> First or Second Degree Kidnapping                |
| <input type="checkbox"/> First, Second, or Third Degree Assault of a Child      | <input type="checkbox"/> First or Second Degree Criminal Mistreatment        | <input type="checkbox"/> First, Second, or Third Degree Child Molestation |
| <input type="checkbox"/> First or Second Degree Sexual Misconduct with Minor(s) | <input type="checkbox"/> First or Second Degree Custodial Interference       | <input type="checkbox"/> Communication with a Minor for Immoral Purposes  |
| <input type="checkbox"/> Child Abuse or Neglect as Defined in RCW 26.44.020     | <input type="checkbox"/> Selling or Distributing Erotic Material to Minor(s) | <input type="checkbox"/> First, Second, Third Degree Rape of Child        |
|   | <input type="checkbox"/> Violation of Child Abuse Restraining Order          |   |



Check here if you have **not** been convicted of any of the above, including any of these crimes as they may have been renamed.

OVER

Yes No

2. Have you been convicted of crimes relating to **financial exploitation** if the victim was a vulnerable adult as defined in Chapter 43.43.830(6) RCW as amended, and listed as follows: first, second, or third degree extortion; first or second degree robbery; first, second, or third degree theft; forgery or any of these crimes as they may be renamed in the future?
3. Have you ever been 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?
4. Have you ever 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?
5. Have you ever been found by a court in a protection proceeding under Chapter 74.34 RCW to have abused or financially exploited a vulnerable adult?
6. Have you ever been found in any disciplinary board final decision, or by the director of the department of licensing in the following businesses or professions, to have sexually or physically abused any minor, or developmentally disabled person, or to have abused or financially exploited any vulnerable adult: chiropractic, dentistry, dental hygiene, naturopathy, massage, midwifery, osteopathic medicine and surgery, physical therapy, physicians, practical nursing, registered nursing, psychology, real estate brokers, and salespersons?
7. (a) Do you currently have any outstanding criminal charges / warrants of arrest pending against you in Washington?  
(b) Do you currently have any outstanding criminal charges / warrants of arrest pending against you in any other state, province, territory, and/or country?
8. Are you presently under investigation in any jurisdiction for possible criminal charges? If "yes", identify agency and location (street address, city, state).
9. **Have you ever been convicted of any crime?** (Note: 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 etc...

You need not list traffic violations for which a fine or forfeiture of less than \$150 was imposed

**If you answered "yes" to questions 1 through 9 of (Section III),** provide the following: \*A detailed statement including what occurred, the nature of the offense, charge or warrant: \* The name and address of the arresting agency: \* The date of the arrest: \* The final disposition, if any: \* If a court was involved, the name and address of the court: \* The complete arrest report and sentence and judgment: and \* A complete driving abstract for five years if the arrest was driving related. A "yes" answer to questions 7 through 9 above will not necessarily bar you from employment or volunteering.

#### SECTION IV - FITNESS

Yes No

1. Do you currently use illegal drugs?
2. Have you used illegal drugs in the last year? If your answer is "yes," explain on a separate sheet of paper.
3. Have you ever been convicted of crimes related to drugs or controlled substances?
4. Have you ever been found in any dependency or domestic relation matter to have physically abused any person?

If you answered "yes" to questions 3 or 4, attach copies of any court orders entered in the above proceeding.

#### DECLARATION

An inquiry to the Washington State Patrol and the Federal Bureau of Investigation will be made on the selected candidate. If the information provided or answer(s) to any question on the application or the Pre-Employment Background Questionnaire change prior to my being hired, I understand that I must immediately notify Federal Way Public Schools.

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 authorize Federal Way Public Schools to inquire with former employers or references and obtain any employer and all information regarding my job related background. I release and waive Federal Way Public Schools, my former employer and all references from any and all liability in obtaining or disclosing such information. I agree that if I have provided false or incomplete statements, the district may, at its sole discretion, without notice or due process procedures, terminate my employment contract. If such action is taken by the district, the contract shall be deemed void from its inception. For volunteer applicants, Federal Way Public Schools reserves the right to terminate or revoke a volunteer's status at any time.

Signature

Date City/State

# VOLUNTEER CHECKLIST / AGREEMENT: 5630F

The District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. We thank you for your assistance and support. To safeguard students and student records it is necessary that all volunteers be screened and trained regarding their involvement with students and school activities. Staff and volunteers should allow a minimum of 2-5 days after all forms have been completed and submitted to the Human Resources department for a volunteer applicant to receive clearance to begin serving as a volunteer. We thank you for your understanding of the need for these safeguards. Please read and check each of the statements below.

\_\_\_\_\_ Complete the applicant portion of the Washington State Patrol Request for Criminal History Information form and return to the school secretary (or athletic director for volunteer coaches). This form is good for two years for regular volunteers and one year for volunteer coaches.

\_\_\_\_\_ Complete and return the Federal Way Public Schools Disclosure form.

\_\_\_\_\_ If fingerprinting is required, (volunteer coaches and those having unsupervised access to children), have fingerprinting done at the Human Resources office, and provide a photo ID. If you have completed this for another school or group, within the past two years, you may provide us with a copy for our files, in accordance with RCW 28A.320.155.

Your signature below indicates your agreement to abide by all of the following expectations and that you have completed the above forms prior to providing volunteer services.

### Role and Expectations

\_\_\_\_\_ Volunteers serve as helpers. I understand that all volunteer activities are to be conducted under the supervision of District staff, and that all instructional service is to be rendered under the control and supervision of certificated staff.

\_\_\_\_\_ Staff members will determine and notify volunteers if any specific training or direction is required before assisting with an activity. I will confirm assigned responsibilities and expectations with the supervising staff member before beginning any activity.

\_\_\_\_\_ Student problems which arise, whether of an instructional, medical, behavioral or operational nature, shall be referred to a regular staff member for final resolution.

\_\_\_\_\_ I will follow the building procedures for signing in and out each and every time I volunteer at the school.

\_\_\_\_\_ I will wear an identification badge/tag/pin as required by the school.

\_\_\_\_\_ I understand that the District may revoke the engagement of a volunteer at any time. I understand that I am required to follow all District policies and procedures. I have read the District's policies and procedures pertaining to expectations for students, staff, and volunteers regarding harassment and bullying (3207, 3207P, 5266, 5266P), maintaining professional boundaries (5253, 5253P), and volunteering (5630, 5630P, 5630F). These are available on-line or at the school or ESC offices. I understand that failure to follow District policy and procedures or any part of this Agreement may result in my volunteer status being revoked and could in some cases subject me to legal liability. I understand that if I am convicted of any crimes following completion of this form, I must immediately report those to the Assistant Superintendent of Human Resources.

### Use of District Technology

\_\_\_\_\_ 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 sign and abide by the District Technology User Agreement.

### Confidentiality

\_\_\_\_\_ I understand that volunteers shall not discuss the performance, actions, or any other information about any student except with the student's teacher, school counselor or principal. This is not only District policy but is also mandated by federal statute, The Family Educational Rights and Privacy Act, 34 CFR Part 99. I understand that confidentiality pertains to both written records and verbal statements.

\_\_\_\_\_  
Children's Names - if Current FWPS Students

\_\_\_\_\_  
Name of Volunteer – Please Print

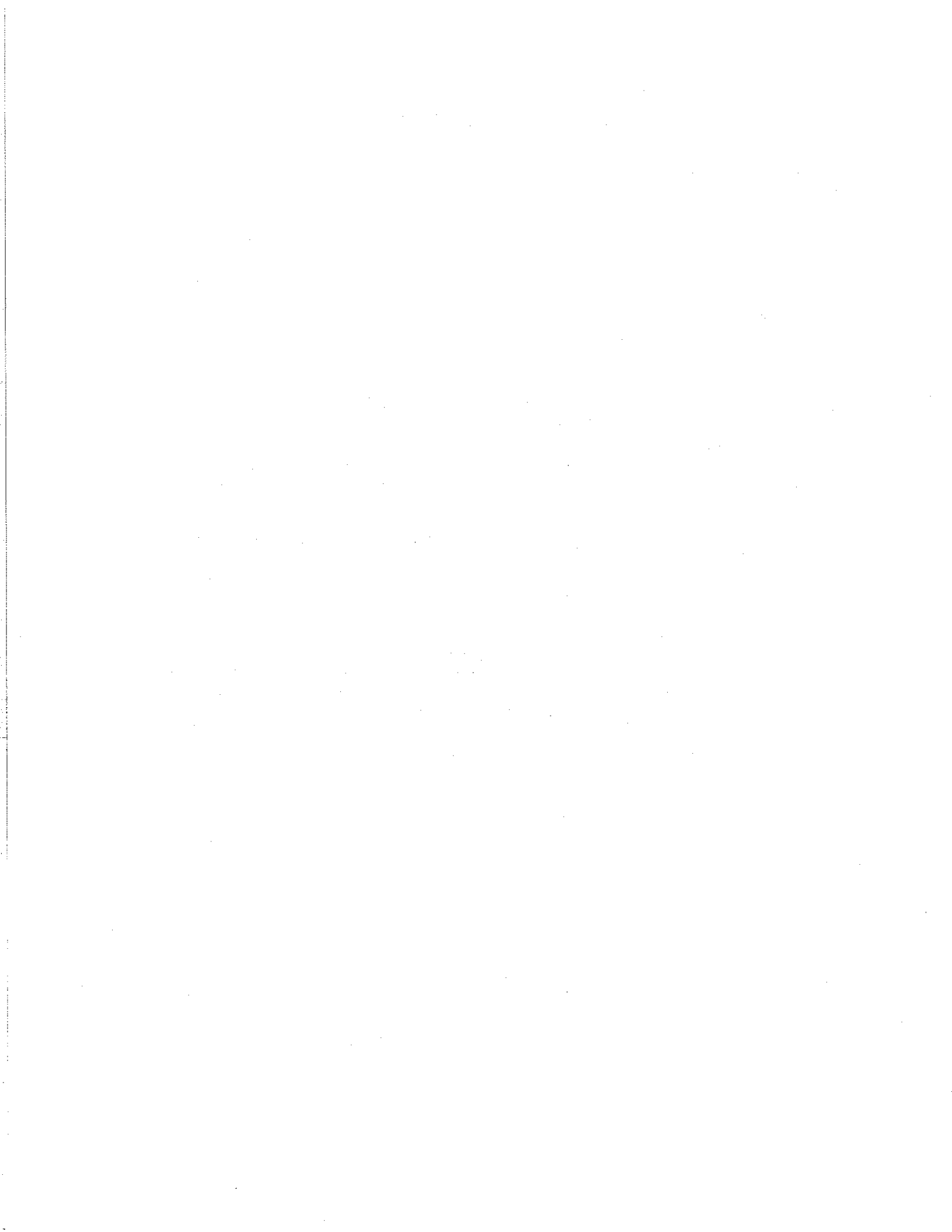
\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

I am requesting that \_\_\_\_\_ be approved to volunteer at our school, subject to proper clearance.

\_\_\_\_\_  
Principal/designee

\_\_\_\_\_  
HR Approval



---

**VOLUNTEERS: 5630**

---

The District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. Volunteers may be utilized to perform a wide-range of activities such as assisting with the supervision of students in school facilities, on the playground and on field trips; assisting students and teachers in classroom activities or in the preparation for such activities; or assisting in office support activities.

The Superintendent or designee shall be responsible for developing and implementing procedures for the utilization of volunteers that will include appropriate screening, assignment, and supervision. All volunteers must complete all required paperwork and be approved following submission of required background checks prior to beginning any volunteer activities.

District employees who supervise the activities of volunteers shall explain the volunteer's responsibilities regarding the particular activity for which the volunteer is assisting. On field trips and in other activities where volunteers assist with the supervision of students, both students and volunteers are to be informed of the rules and expectations of student behavior and the means by which they are to be held accountable to those rules and expectations. When working with students or when coming in contact with any student records, all volunteers must maintain strict confidentiality regarding the release of information concerning any student.

To be considered as a volunteer, an individual must be at least eighteen (18) years of age and not a current K-12 student. Exceptions to this will be made when volunteering is a part of the approved K-12 curriculum and the placement and activities are carefully supervised by regular staff members.

Volunteers shall not accept from any third party any monetary and/or other substantial compensation, gratuity or gift related in any way to the volunteer's performance of District functions.

The District may revoke the engagement of a volunteer at any time.

**Volunteer Athletic Coaches**

It is permissible for schools to utilize the services of volunteers to assist the employed head coach in an authorized program, provided that:

- A. The volunteer will be responsible to the head coach and must always remain under the supervision of a regular employed member of the coaching staff, both during practices and games;
- B. Volunteers shall abide by all policies and regulations of the school district and uphold all District or school policies relating to athletics. Volunteers and coaches must also support and abide by applicable rules and regulations published by the Washington Interscholastic Athletic Association (WIAA), including its Mission Statement, Statement of Purpose and Goals, and Coaching Code of Conduct;

**VOLUNTEERS: 5630**

---

C. Volunteers are utilized to fulfill a particular need at a particular time and are not guaranteed future employment as a coach in this school district, nor does their acceptance as a volunteer for one year imply acceptance in a future season. No fees, school district or ASB funds, funds from any fundraising activities; or any funds from any individuals, groups or businesses, may be expended for volunteers or coaches, in lieu of salary or salary related expenses.

Cross References: Administrative Policy – 5005      Employment of Staff: Disclosures,  
Background Checks, Certification  
Requirements, and Approval

Legal References: RCW 43.43.830-840      Background checks–Access to children or  
vulnerable persons–Definitions  
WAC 446-20-285      Employment–Conviction Records–Child and  
adult abuse information



**VOLUNTEERS: 5630P**

---

The voluntary help of citizens should be requested by staff through administrative channels for conducting selected activities and/or to serve as resource persons. Volunteers shall be made aware of the following procedures and restrictions:

- A. All volunteers must complete disclosure and background checks required by the District or by state law. This includes fingerprinting for all volunteers assisting athletic coaches and any volunteer who may have unsupervised access to students.

If fingerprinting is required and a volunteer applicant has undergone a criminal records fingerprint check in accordance with applicable state law, within the last two (2) years, then the District shall request that the applicant furnish the District with a copy of the criminal history record information or sign a release to permit the entity that did the fingerprint check to release the information to the District, unless the information is available in the OSPI database which can be accessed by the District. The entity from which the record check is obtained is immune from criminal or civil liability for the dissemination of the information. In this instance, the District will also require that the volunteer sign a disclosure statement assuring the District that the volunteer has not been convicted of a crime since the completion of the criminal record check.

Volunteers who complete background checks with the District must also report any criminal or misdemeanor convictions that occur after completing the background check, if they wish to continue as a volunteer. Such convictions must be reported immediately to the Assistant Superintendent for Human Resources/designee.

- B. If background checks reveal that volunteer applicants have been convicted of a crime that disqualifies them from working with children their engagement as a volunteer shall not be approved. For convictions that do not automatically disqualify the person from working with children, the review officer will consider the seriousness and history of any convictions and compare the record to the candidate's Disclosure Statement before making a final determination. Any omission, falsification or misrepresentation on the Disclosure Statement is grounds for denial to serve as a volunteer. An applicant may request a review of such decision by the Assistant Superintendent of Human Resources or designee. Such requests must be made in writing and submitted within ten (10) calendar days from the applicant's receipt of notice from the District disallowing the volunteer engagement. The applicant shall not be allowed to perform volunteer work during the time of review.
- C. Approval to serve as a volunteer comes from the District's Human Resources department. Prior to beginning any volunteer assignment, all volunteers must complete the Volunteer Checklist/Agreement (form 5630F) and the Federal Way Public Schools Disclosure Statement. Staff and volunteers should allow a minimum of 2-5 days after all forms have been completed and submitted to the Human Resources department for a volunteer applicant to receive clearance to begin serving as a volunteer.

**VOLUNTEERS: 5630P**

- 
- D. All forms and lists authorizing a person to serve as a volunteer shall be distributed, collected, and maintained at the building level. Staff members and prospective volunteers must check with the school secretary or designated building volunteer coordinator to verify when a person is approved to serve as a volunteer.
- E. Volunteers shall serve in the capacity of helpers. Instructional services shall be rendered under the supervision of certificated staff.
- F. Volunteers shall not discuss the performance or actions of students except with the student's teacher, school counselor or principal.
- G. Student problems which arise, whether of an instructional, medical, behavioral or operational nature, shall be referred to a regular staff member for final resolution.
- H. Volunteers shall receive such information as:
1. General assignment responsibilities and limitations;
  2. Information about school facilities, routines and procedures;
  3. Volunteer schedule and place of work; and
  4. Expected relationship to the regular staff and students, and their requirement to know and comply with the District policies and procedures pertaining to these expectations.
- I. Appropriate training at the building level shall be provided for new volunteers consistent with their tasks and existing District standards. This training shall be developed under the leadership of the principal/designee or program director/designee for district-wide programs.
- J. Before beginning assignments, assignments and activities should be carefully defined. Examples of suggested duties for volunteers may include:
1. Bulletin Boards;
  2. Preparation of materials for art, science, math classes;
  3. Clerical duties including keyboarding, inventories, putting booklets together, newsletters and related items, student lunchroom counts and attendance and class records;
  4. Clean up activities;
  5. Library and audio visual assistance;
  6. Assistance with physical education exercises;
  7. Instructional activities appropriate to the volunteer's training and classroom needs such as monitoring math assignments, listening to oral reading and others;
  8. Vision and hearing testing and approved medical surveys;
  9. School activities supervision; and
  10. Playground supervision with a staff member;

**VOLUNTEERS: 5630P**

- K. The District may revoke the engagement of a volunteer at any time. Volunteer services may be terminated due to, but not limited to, the following reasons:
1. Program and/or duties have been completed;
  2. Resignation of the volunteer;
  3. Replacement by paid staff member; and/or
  4. Circumstances which in the judgment of the administration may necessitate the termination of the volunteer's services.

**VOLUNTEERS ASSISTING AN ATHLETIC COACH**

- A. The following procedures will be used in recruiting and selecting volunteers for assisting an athletic coach:
1. The head coach, athletic director, and principal/designee determine the need for volunteers. Program needs and tasks and expectations of volunteers are specified.
  2. Those interested in volunteering shall contact the athletic director.
  3. The athletic director outlines program needs and tasks and expectations with the volunteer.
  4. The candidate for the volunteer position is interviewed by the head coach and athletic director.
  5. The head coach and athletic director, utilizing selection criteria below, make a recommendation to the principal.
  6. If approved, the volunteer is notified by the principal/designee and given a written outline of tasks and expectations, including the provisions of A, B, and C of policy 5630.
  7. All volunteer athletic coaches must show evidence of current First Aid and CPR certification, or be enrolled in a "hands-on" course leading to certification.
  8. Volunteers must complete the Volunteer Checklist/Agreement and all disclosure, background check, and other required forms prior to beginning any volunteer tasks. The Volunteer Checklist/Agreement must be completed and signed on a yearly basis, and kept on file at the school.
  9. A follow-up memo is sent to the Director of Employment Services indicating selection of volunteers and completion of all steps of this Procedure.

Each year the coach, athletic director, and principal/designee shall review the need for, and proposed use of, volunteers as outlined in Steps 1 and 3 above; select and recommend volunteers as outlined in Steps 4 and 5 above; ensure that all volunteers have completed and signed the Volunteer Checklist/Agreement as stated in Step 8 above; and notify the volunteers and central office administration regarding the selection of volunteers as described in Steps 6 and 9 above. If a volunteer has been performing successfully in the program and the coaching staff and the administration wish to continue his/her services, Step 4 above does not need to be repeated on an annual basis. However, the coach and/or the administrators should meet with each volunteer prior to the start of each season to review tasks and assignments as outlined in Step 6 and in the Volunteer Checklist/Agreement.

## **VOLUNTEERS: 5630P**

---

### B. Criteria for Selection

1. Playing and/or coaching experience in the particular sport, preferably on the level at which s/he is volunteering, i.e., high school sports or competition.
2. Current knowledge of skill, techniques, and strategies related to the sport.
3. Commitment to the educational and athletic philosophy of the total school program.
4. Ability to work effectively with and motivate students.
5. Availability for daily practices, contests, and coaches' meetings.
6. Acceptance of the responsibilities and limitations of a volunteer in the program.
7. Current First Aid and CPR Certification.
8. Selection priorities:
  - a. Given equal qualifications, volunteers will be selected according to the following priorities:
    - 1) In-building staff;
    - 2) In-district staff; or
    - 3) Community, including college students or alumni.
  - b. In general, it is preferred that volunteers not be parents of students involved in the sport.