



## **Sunnyside School District** **Volunteer Application**

Please submit to: Family & Community Engagement Center  
1110 South 6<sup>th</sup> Street, Sunnyside, WA 98944  
(509) 836-8721

Dear Sunnyside School District Volunteer,

Thank you for your willingness to volunteer in the Sunnyside School District. Parental and community involvement are key to student success, and we appreciate your time and contribution in support of the school program.

In accordance with RCW 43.43.830 (Regulatory Code of Washington), the Sunnyside School District is required to register all volunteers and perform an electronic background check through the Washington State Patrol. There is no expense to you. To ensure safety to our students, you must receive approval from your building supervisor prior to providing volunteer services. Please allow a minimum of forty-eight (48) hours for this process to be completed, after forms are submitted to your school contact.

To assist and guide you toward success in your role as a volunteer, the following information and web links to district policies are provided. You are expected to review and abide by the following expectations: complete required paperwork and receive district approval before providing volunteer services.

### **Role and Expectations**

- Volunteers serve as helpers working under the direction of a school staff member. All instructional services must be under the control and supervision of certificated staff.
- Accept direction from district staff members and, if applicable, attend specific training before assisting with any activity.
- Refer any student problem that may arise to the classroom teacher or district staff member, whether of an instructional, medical, behavioral, or operational nature.
- Abide by the building's procedure for signing in and out of the building each day.
- Wear an identification badge as required by the school.
- Follow all district policies and procedures.

### **Harassment**

The Sunnyside School District is committed to a positive and productive work environment free from discrimination and harassment, including sexual harassment. The District is also committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation, bullying, and cyber bullying. Volunteers are expected and required to respect and uphold district policies #3207 *Harassment and Bullying*, #5011 *Sexual Harassment*, #5253 *Staff Professionalism*, #3210 *Student Discrimination*, and #5010 *Staff Discrimination*. They can be found at <http://www.sunnysideschools.org/domain/106>.

### **Confidentiality**

Volunteers shall not discuss the performance, actions, or other information about any student except with the student's teacher, school counselor, or principal. As well as district policy, this is mandated by the federal statute, "The Family Educational Rights and Privacy Act, 34 CFR Part 99". Confidentiality pertains to both written records and verbal statements.

We appreciate your cooperation with district procedures which assist us to ensure children in Sunnyside schools are always safe. If you have any questions, please call Noe Sanchez at (509) 836-8721.

Sincerely,

Kevin McKay  
Superintendent

Debbie Holwegner  
Human Resource Executive Director





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The Washington State Legislature assists district schools with the security of our students by requiring that all prospective employees and volunteers sign a disclosure form, if they will or may have regular scheduled unsupervised access to children under sixteen years of age, developmentally disabled persons, or vulnerable adults. Sunnyside School District supports this requirement and additionally requires that all volunteers complete this form annually, regardless of whether they supervise children. A background check will be requested through the Washington State Patrol Identification and Criminal History Section. Upon request, a copy of the response will be made available to you.

**Please answer the following questions completely and sign the declaration below. Do not assume a prior conviction has been removed from your record no matter how long ago it occurred.**

1. Have you EVER (at any time) been convicted of any crime including DUI or negligent driving?  
YES  NO

If 'Yes', please identify the offense(s) and provide the state and dates(s) of conviction: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Have you ever had finding made against you in any civil adjudicative proceeding involving domestic violence, abuse, sexual abuse, neglect, or exploitation or financial exploitation of a child or vulnerable adult as defined in RCW 43.43.830?  
YES  NO

If 'Yes', please provide information on the findings: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Do you currently have any outstanding criminal charges or warrants for your arrest pending against you? Are you presently under investigation for possible criminal charges?  
YES  NO

If 'Yes', please identify the outstanding charge(s) / warrant(s), state(s) and date(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing this application, I, certify that the forgoing statements are answered truthfully and correctly. I authorize Sunnyside School District to conduct a background check for the purpose of arriving at a decision regarding my volunteer status. I understand I am not to volunteer with the District until I have been cleared to volunteer. I further understand that any falsification or deliberate misrepresentation, including omission of a material fact, or failure to complete any part of this application can be grounds for denial of volunteer service or continued volunteer service with Sunnyside School District.

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