



Volunteer Procedures

All volunteers are required to maintain the highest level of professionalism while working in partnership with the Seattle Christian School community.

All SCS volunteers must complete the school's *Volunteer Disclosure Form* to be considered for volunteering for classroom assistance, field trips, clubs, athletics or other school sponsored activities. All disclosure forms are submitted to the Human Resources department for completion of the Washington State Patrol WATCH background check. Upon receipt of an acceptable WATCH check, the volunteer and the appropriate school office will be notified and the individual may begin volunteering for the school. The school reserves the right to terminate any volunteer for breaching school policies, procedures or expectations, or for endangering the health or safety of students or staff.

Individuals desiring to volunteer who may have negative criminal histories must contact a school administrator to set up a time to meet with the HR Manager and school administrator to determine if volunteering is an appropriate activity.

The school is under no obligation to accept the services of a volunteer. The acceptance and utilization of the services of any person on a voluntary basis will be at the discretion of the school, and the utilization of such services may be discontinued by the school at any time.



Volunteer Disclosure Form

Thank you for your interest in becoming a volunteer with Seattle Christian School. Volunteers are a vital part of our students' education. Please complete the volunteer disclosure form below. All volunteers must receive clearance through the Washington Access to Criminal History (WATCH). By signing this application, you are authorizing Seattle Christian School to conduct a criminal history background check with Washington State Patrol.

SECTION I - PERSONAL INFORMATION

NAME: First Middle I. Last

Date of Birth Male Female
Month/day/year mandatory to complete WATCH clearance

Telephone# Maiden/Previous Name

Please list family or student affiliation with Seattle Christian School

Please list one personal reference: Name Phone

The following questions are pursuant to RCW 43.43.830 Child and Adult Information Act.

SECTION II - CRIMINAL HISTORY

- Yes No
1. Have you ever been convicted of any crime against children or other persons?
2. Have you ever been convicted of any crime? (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 or deferred.)
3. Have you ever been convicted of a crime relating to sexual abuse, exploitation or physical abuse?

SECTION III - CRIMES RELATING TO DRUGS AND FINANCIAL EXPLOITATION

- Yes No
1. Have you been convicted of a crime to manufacture, deliver, or possession with an intent to manufacture or deliver a controlled substance?
2. Have you ever been convicted of a crime relating to financial exploitation including a conviction for first, second, or third degree extortion; first, second, or third degree theft; robbery; forgery?

If you answered "yes" to any questions in sections II or III, please attach a supplemental sheet with a short explanation.

DECLARATION

I, _____, certify (or declare) under the penalty of perjury under the laws of the State of Washington that the foregoing and all information included in the application is true and correct. If the information provided or answer(s) to any question on the Volunteer Background Questionnaire change, I understand that I must immediately notify Seattle Christian Schools.

I understand I must answer this application truthfully and completely. Any falsification or deliberate misrepresentation, including omission of a material fact, failure to update this background questionnaire, and/or lack of completion of this form can be grounds for denial of a volunteer assignment.

Signature

Date