



Education is the bridge to the future.

Dave Bond, Superintendent
Dr. Chuck Lybeck, Associate Superintendent, Curriculum
Ron Williamson, Assistant Superintendent, Secondary Education
Greg Fancher, Assistant Superintendent, Elementary Education
Beverly Johnson-Torelli, Assistant Superintendent, Human Resources
Ron Cone, Executive Director, Information Technology
Lorraine Cooper, Director, Communications and Public Relations
Vic Roberts, Executive Director, Business Operations

KENNEWICK SCHOOL DISTRICT VOLUNTEER APPLICATION
For the School Year of 2013 - 2014

Dear Kennewick School District Volunteer,

Thank you for your willingness to volunteer in the Kennewick School District. Your service to others is appreciated.

In accordance with RCW 43.43.830 (Regulatory Code of Washington), the Kennewick School District is required to register all volunteers (this includes employees who volunteer) and perform an electronic background check through the Washington State Patrol. There are no fees; however, you are required to complete the enclosed application. ***Please note:*** When an employee acts as a volunteer rather than in his/her paid capacity, he/she is not covered by Worker's Compensation.

We have attempted to minimize the required paperwork. Please be assured all information supplied will be kept confidential. *Please PRINT the application in ink.* Any applications that are not legible will be returned.

A Volunteer is anyone who helps out at school events, field trips and in classrooms, etc., on one or more occasions. This includes KSD employees, law enforcement officials, etc. Please note that volunteers are required to fill out an application for each school year that they volunteer their time.

Please return the completed application to either the school building secretary where you volunteer or to the Kennewick School District, Volunteer Coordinator, Human Resources, 1000 West Fourth Avenue, Kennewick, Washington 99336.

We appreciate your cooperation with the above procedures which will assist us to ensure children in Kennewick schools are always safe. We also thank you for your time and efforts as a volunteer in the Kennewick School District. Your contribution is truly appreciated!

If you should have any questions, please call.

Sincerely,

Beverly Johnson-Torelli

Beverly Johnson-Torelli
Assistant Superintendent, Human Resources
(509) 222-5010

Julie A. Nelson

Julie A. Nelson
Human Resources Specialist
(509) 222-5168



|| Education is the bridge to the future.

Dave Bond, Superintendent
 Dr. Chuck Lybeck, Associate Superintendent, Curriculum
 Ron Williamson, Assistant Superintendent, Secondary Education
 Greg Fancher, Assistant Superintendent, Elementary Education
 Beverly Johnson-Torelli, Assistant Superintendent, Human Resources
 Ron Cone, Executive Director, Information Technology
 Lorraine Cooper, Director, Communications and Public Relations
 Vic Roberts, Executive Director, Business Operations

VOLUNTEER APPLICATION 2013 - 2014

All volunteers will complete **ANNUALLY** the Volunteer Application which includes an electronic Washington State Patrol identification Background Search (RCW 43.43.830 through 43.43.845). Please **PRINT** this application in ink. Items marked with an asterisk * are required information. Please write clearly. Thank you.

Washington State Patrol Identification & Criminal History Search

Mr. Mrs. Ms.

E-mail _____

Name * _____
FIRST NAME MIDDLE INITIAL LAST NAME

Maiden Name or Alias _____

Address * _____

City * _____ State _____ Zip _____ Telephone * _____

Birthdate * _____ Driver's License # _____

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

General Information

Do you give your permission for the use of your photo in publicity? Yes No

Employer _____ Telephone _____

Emergency contact person * _____ Telephone _____

CHECK VOLUNTEER PROGRAMS YOU WISH TO PARTICIPATE IN:

Volunteer for Kennewick School District – School Preference *

Please check your volunteer interests if you wish to volunteer for Kennewick School District:

- Classroom (# _____) Chaperone PTO/PTA Sports/Coach School Office Tutor
 Team Read* Ready for Kindergarten Mid-Columbia Reading Foundation Science Resource Center

*If volunteering with Team Read, how did you learn about this volunteer opportunity? _____

- Mid-Columbia Parent Partnership ECEAP JR Achievement Stuffing Envelopes Other _____

Name of Supervising Staff Member _____

I UNDERSTAND THAT by registering with Kennewick School District, I may choose among the volunteer jobs offered to me, and I am under no obligation to accept any placement unless I choose to do so. I also understand the above activities may involve an element of risk and agree to hold the Kennewick School District harmless against all claims, loss, or liability. **PLEASE NOTE:** When an employee acts as a volunteer rather than in his/her paid capacity, he/she is not covered by Worker's Compensation.

Volunteer Signature _____

Date _____, 20 _____

If under age 18, Parent/Guardian Signature also required



III Education is the bridge to the future.

- Staff list including Dave Bond, Superintendent; Dr. Chuck Lybeck, Associate Superintendent, Curriculum; Ron Williamson, Assistant Superintendent, Secondary Education; Greg Fancher, Assistant Superintendent, Elementary Education; Beverly Johnson-Torelli, Assistant Superintendent, Human Resources; Ron Cone, Executive Director, Information Technology; Lorraine Cooper, Director, Communications and Public Relations; Vic Roberts, Executive Director, Business Operations.

Volunteer Disclosure Statement
Kennewick School District

Please 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 RCW 43.43.830 and listed as follows: aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault of a child; first, second, or third degree rape of a child; 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 for immoral purposes; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; endangerment with a controlled substance; child abuse or neglect as defined in RCW 26.44.020.; first or second degree custodial interference; first or second degree custodial sexual misconduct; malicious harassment; first, second, or third degree child molestation; first or second degree sexual misconduct with a minor; 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; felony indecent exposure; criminal abandonment or any of these crimes as they may be renamed in the future?

ANSWER _____ If YES, explanation _____

2. Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or to have physically abused any minor?

ANSWER _____ If YES, explanation _____

3. 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, explanation _____

4. Have you ever been convicted of possession of a controlled substance or possession with intent to deliver a controlled substance?

ANSWER _____ If YES, explanation _____



IV *Education is the bridge to the future.*

Dave Bond, Superintendent
 Dr. Chuck Lybeck, Associate Superintendent, Curriculum
 Ron Williamson, Assistant Superintendent, Secondary Education
 Greg Fancher, Assistant Superintendent, Elementary Education
 Beverly Johnson-Torelli, Assistant Superintendent, Human Resources
 Ron Cone, Executive Director, Information Technology
 Lorraine Cooper, Director, Communications and Public Relations
 Vic Roberts, Executive Director, Business Operations

5. Are you presently charged with, but not convicted of, any of the violations or crimes described in paragraphs 1-4?

ANSWER _____ If YES, explanation _____

6. Do you have any nicknames or short first names or any other name or alias by which you are referred or by which you refer to yourself other than as signed below?

ANSWER _____ If YES, explanation _____

7. Have you previously retired from any other public agency?

ANSWER _____ If YES, explanation _____

8. Have you ever plead guilty or been convicted of a misdemeanor or felony not listed above?

ANSWER _____ If YES, explanation _____

Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of service. Furthermore it is understood that this application and record become the property of Kennewick School District which reserves the right to accept or reject it. A criminal history on all volunteers will be requested through the Washington State Patrol or Federal Law Enforcement Agencies.

Pursuant to RCW9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. In consideration of Kennewick School District's review of this statement, I release Kennewick School District and all providers of information from any liability as a result of furnishing and receiving any of the foregoing information.

PLEASE MAKE SURE THE APPLICATION IS PRINTED IN INK, IS LEGIBLE AND COMPLETED.

VOLUNTEER SIGNATURE * _____
 (Signed in the presence of a Kennewick School District Employee)

SCHOOL DISTRICT EMPLOYEE SIGNATURE * _____
 (Witness the volunteer signing above)

SCHOOL NAME: _____

DATE: _____, 20 _____



V *Education is the bridge to the future.*

Dave Bond, Superintendent
Dr. Chuck Lybeck, Associate Superintendent, Curriculum
Ron Williamson, Assistant Superintendent, Secondary Education
Greg Fancher, Assistant Superintendent, Elementary Education
Beverly Johnson-Torelli, Assistant Superintendent, Human Resources
Ron Cone, Executive Director, Information Technology
Lorraine Cooper, Director, Communications and Public Relations
Vic Roberts, Executive Director, Business Operations

The **Kennewick School District** complies with all Title IX/RCW 28A.640 and Section 504 requirements and does not discriminate against any protected class as defined by state and federal regulations. The Affirmative Action Plan is on file with and available for review from building administrators and the Administration Office, 1000 West Fourth Avenue, Kennewick, WA, 99336. Copies are available upon request. Individuals with disabilities who require assistance or special arrangements to attend a program or activity sponsored by the Kennewick School District should contact the District's compliance officer, Beverly Johnson-Torelli, twenty four hours in advance of the event to arrange accommodation. Inquiries regarding accommodation, compliance and/or grievance procedures may be directed to Beverly Johnson-Torelli, 1000 West Fourth Avenue, Kennewick, WA 99336.

The **Kennewick School District** shall provide equal employment opportunity and non-discriminatory treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity will be provided without discrimination with respect to all protected groups as set forth in the Washington State laws against discrimination in hiring or employment as now or hereafter enacted except insofar as such factors are valid occupational qualifications.

DISTRICT OFFICE USE ONLY

Please initial approval/non-approval:

WATCH OK? Y ___ N ___ DATE: _____, 20 _____

APPROVED? Y ___ N ___ INITIAL/ NOTES: _____