



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 2012 - 2013

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. Enclosed is an application we **require** that you complete. ***Please note:*** When an employee acts as a volunteer rather than in his/her paid capacity, then 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

*Sara Flora*

Sara Flora  
Human Resource Specialist  
(509) 222-5010



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## VOLUNTEER APPLICATION 2012 - 2013

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, then he/she is not covered by Worker's Compensation.**

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

Date \_\_\_\_\_, 20 \_\_\_\_\_

**If under age 18, Parent/Guardian Signature also required**

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



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## 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** \_\_\_\_\_



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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** \_\_\_\_\_



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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 Districts 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: \_\_\_\_\_