



# Volunteer Application | Guidelines

## Ballard High School

All volunteers and chaperones must complete the following online paperwork prior to volunteering directly with students. Please complete your online application at least 2 weeks before you plan to volunteer.

### STEP 1:

**All volunteers** need to complete the **SPS 2018/19 Online Volunteer Application**. The following items are required to complete the application (emergency contact, 2 references, government photo ID (*uploaded*), and certificate or date (the office has a list as well) of completing the \*ASM Prevention training.

\* (ASM) Adult Sexual Misconduct Prevention Video (17 min) <https://seattleschools.org/misconductvideo>  
Print the certificate when completed or the email confirmation (only needs to be completed once).

**Please Note:** If you have not lived in WA State for the past 3 years you will need to complete a national background check. Visit <https://seattleschools.org/volbackgroundcheck> for more information.

**SPS 2018/19 Online Volunteer Application** <https://seattleschools.org/volunteer>

### STEP 2:

**All volunteers** if you are volunteering to Chaperone Field Trips (Day and/or Overnight) or as a Volunteer Driver you will also need to complete the appropriate forms available on the SPS Chaperone Forms link.

**Day Field Trips:** If you are volunteering outside of the school building, *in addition* to completing the Online Volunteer Application **also complete** the Field Trip Chaperone Form - Grade 6 - 12 Day Trips.

**Overnight Field Trips:** If accompanying students on an overnight trip *in addition* to completing the Volunteer Application **also complete** the Field Trip Chaperone Form - Overnight Field Trips **and** Day Form.

**Volunteer Driver:** If driving students **one time only**, **also complete** the Volunteer Driver Check List Form. If driving students **more than one time** you will need to request your three-year comprehensive motor vehicle abstract (a history of violations or collisions) from the Department of Motor Vehicles and *upload* the report to complete your Volunteer Driver Check List Form. To request your driving record, visit the WA DOL at <https://www.dol.wa.gov/driverslicense/requestyourrecord.html>

**SPS Chaperone Forms** <https://seattlepublicschools.volunteerlocal.com/volunteer>

### Additional Resources

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|----------------------------|---|
| SPS Volunteer Handbook     | <a href="https://seattleschools.org/volunteer">https://seattleschools.org/volunteer</a> |
| Board Policy No. 3246      | <a href="https://bit.ly/sps3246">https://bit.ly/sps3246</a>                             |
| SPS Code of Conduct        | <a href="https://bit.ly/spscodeofconduct">https://bit.ly/spscodeofconduct</a>           |
| Ballard High School Office | 206-252-1000  |