



Evergreen Public Schools

Youth Volunteer Application

Dear Volunteer,

Thank you for your interest in volunteering in Evergreen Public Schools. Our goal is to create an atmosphere that will help prepare our students to be world competitive and to support our community as it also grows in this 21st century.

Safety is our first priority. In order to be a volunteer in Evergreen Public Schools, you must complete the Youth Volunteer Application Process. The process is easy and must be complete before participating in any volunteer activities.

Volunteer applicants must read, complete, and return the following documents to the coordinator and/or school running the volunteer activities. **Approved applicants are permitted to volunteer in all Evergreen schools for two (2) years.**

“Clark County Juvenile Background Check” (Turn into the EPS Personnel Clerk)

This information must be obtained from Clark County Juvenile Records for any convictions of crimes of theft and offenses against persons. The signature of your parent and/or guardian along with your signature will be necessary to complete this part of the process. Your parent or guardian will be notified by mail and/or phone call if the report shows evidence of a criminal history background that will prevent you from volunteering.

“Copy of Photo Identification” and “Liability and Photo Release” (Turn into the EPS Personnel Clerk)

A copy of one of the following will be required.

- Driver License
- State Photo Identification Card
- Passport
- School Identification Card

“Volunteer Expectation Agreement” (Turn into the EPS Personnel Clerk)

This form outlines the expectations that the school district has for you as a volunteer. Additional program specific expectation may also be included. Those will be communicated to you by the program coordinator or supervisor.

“Program Assignment and Contact Information” (Turn into the EPS Personnel Clerk)

This form gives the school district, as well as the program coordinator or supervisor, vital contact information about you as a volunteer. It is important that all fields in the document are completely filled out.

Thank you for offering your time to make a difference in the lives of your fellow students and community. If you have any questions please contact the program coordinator or supervisor you wish to volunteer with.

Mail documents to:
**Evergreen Public Schools
Volunteer Applications/Human Resources
PO Box 8910
Vancouver, WA 98668-8910**

Or
Return documents in person to:
**EPS Personnel Clerk in the Green Complex
Volunteer Applications/Human Resources
13501 NE 28th Street
Vancouver, WA 98682.**

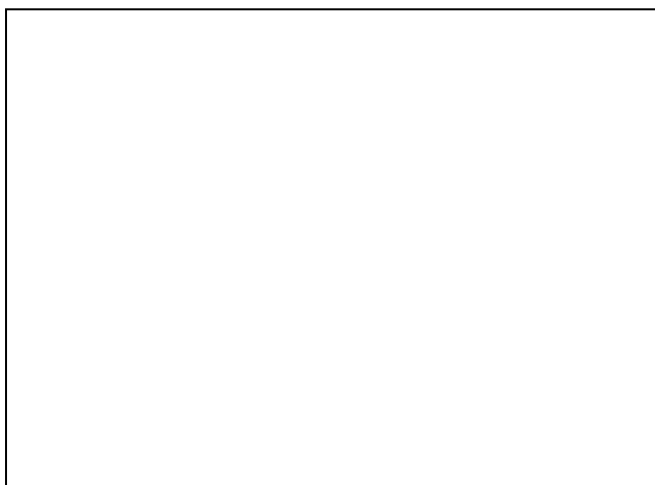
-Confidential-

**Copy of Photo Identification
For Youth Volunteer Background Purposes**

A copy of one of the following will be required.

- Driver License
- State Photo Identification Card
- Passport
- School Identification Card

Please attach a copy of one of the above mention approved documents:



If you would like to receive confirmation of your background check via email, please provide your email address: _____

**Liability and Photo Release
For Youth Volunteers**

PERMISSION FORM *Required. To be completed by a parent/guardian.

_____ has my permission to volunteer and participate in the activities listed on Program Assignment and Contact Information form of this packet. In case of emergency and I can't be reached, I grant permission for emergency medical treatment to be given to my child. I agree to pay all medical bills not covered by the insurance company listed below. **I release Evergreen Public Schools from responsibility for any bills resulting from injuries incurred in these programs.** Evergreen Public schools does not have medical benefits coverage for volunteers. **I also give my permission for my child to be photographed and for such photographs to be released for publicity purposes.**

Insurance Company _____

X Parent Signature _____ **Date** _____

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Youth Volunteer Expectation Agreement

Thank you for your interest in volunteering in the Evergreen School District. This information is provided as a guide while volunteering. Please review the following carefully and ask any questions that may arise. We want the time you spend volunteering to be a positive experience for all.

Relationships For the protection of all, the relationship between you and any program participant you become acquainted with through volunteering in the Evergreen School District must be kept appropriate at all times. Continuing your volunteer relationship through out-of-school contact, such as phone calls, home visits, or visitations to your home, social events, office, vehicle, or activities is not permitted without specific directive from a teacher and/or prior written parental permission. This prohibition, of course, would not restrict out-of-school contact with program participants who are family friends or known to you through community contacts.

Appropriate Touching Handshakes, "high five", an arm or hug around a shoulder are the only safe and friendly ways to touch a child and/or adult when you are volunteering. For some children, or for some cultures, even these gestures may be unwelcome. No child should be subject to unwelcome touching no matter how well intended. If a child ever inappropriately touches you, please inform a staff member right away.

Communication You are a role model. Your conversation with program participants and staff should demonstrate respect for others and should never be perceived as discriminatory, profane, sexist or offensive. No student or staff person should ever be treated differently, spoken to disrespectfully or denied services on the basis of race, religion, disability, age, national origin or marital status. In addition, school personnel or volunteers can not encourage or promote religious beliefs by class activities, comments or invitations to their place of worship.

Confidentiality As a volunteer you must respect and maintain confidentiality in regard to personal information obtained regarding a program participant or his/her family with certain exceptions. Reasonable suspicion of abuse, neglect, sexual harassment, illegal or dangerous activities should be shared with staff. Be assured they will follow up on the information.

Discipline Any discipline of a program participant should be left up to a staff member. Physical punishment is never permitted.

School Safety Plan In the event of an emergency while you are on site i.e. fire, earthquake, etc., you need to be familiar with the safety plan for the building you volunteer in.

Check In/Out All visitors, including volunteers, are required to sign in at the main office in the school and wear an identification badge while on campus. Please check with the program and or supervisor for the program you are volunteering for additional instruction on this.

I have read and understand the above expectations.

Volunteer's Name (please print): _____

X Volunteer Signature: _____ **Date:** _____

EPS Office: Please be sure to copy and forward this document to the Program Coordinator or Supervisor noted.

