



## LAKE WASHINGTON SCHOOL DISTRICT VOLUNTEER FORM INSTRUCTIONS

During Summer 2018, the district launched a new volunteer management system with Raptor Technologies. If your application was still valid in the previous volunteer system, it is still valid in the Raptor system. Applications are still valid for two years. Background checks are still managed through the Washington State Patrol Washington Access to Criminal History (WATCH) system, as required by law.

All volunteers must be approved by the district communications office before you begin your volunteer assignment.

<https://www.lwsd.org/get-involved/volunteer-programs/volunteering-in-lwsd>

Hover over the Get Involved heading and select Volunteer Programs. On the right-hand side, you will see a link to the Raptor Online Volunteer Application.

You will receive a reminder email from Raptor 30 days prior to the expiration date of your application. The Raptor system will only allow you to renew your application if you are within 30 days of the expiration date of your previous application.

Raptor creates user accounts based on email addresses. You will also create a password (8 characters, that contains at least one uppercase character, and one special character (!@#%\$%^&\*). If you need help updating an email address, please contact Chris Robison at [crobison@lwsd.org](mailto:crobison@lwsd.org).

You will receive an email confirming receipt of your application. When your application is processed you will receive an email alerting you to your status. After approval, Raptor will send you an invitation to activate your Raptor Volunteer Portal.

Please return all completed forms to the school in which you would like to volunteer, or email to [volunteers@lwsd.org](mailto:volunteers@lwsd.org), or mail to: Volunteer Office, Lake Washington School District, P.O. Box 97039, Redmond, WA 98073. Please attach one copy of your driver's license or other valid photo ID. If you have any questions, contact the Volunteer Supervisor at 425-936-1270.

**Submit your complete application at least 2 weeks before expected volunteer service start date. Your background check must be cleared and application approved before this date.**