



## SEATTLE SCHOOL DISTRICT VOLUNTEER FORM INSTRUCTIONS

NEW! Volunteer applications are now "green". SPS is partnering with VolunteerLocal to move the application process online this year. The online onboarding system offers many benefits to school volunteers:

- Google tools allow for translation into 100+ languages.
- The application is accessible to community members with disabilities.
- No need to copy documents - simply upload them as digital files. Clear photos of your documents taken with a smartphone work well.
- In the 2019-2020 school year returning volunteers will not have to complete this form again. The information you enter today will be saved for as long as you are active with SPS.
- If you need a paper application, please request it from the school office where you wish to volunteer. Deliver completed forms to the school office within 10 business days. Your application is not complete until school staff has copies of those items.

**Make sure you have the following items ready:**

1. Emergency contact name and phone number.
2. Two references, including one personal or family reference.
3. Government issued ID (upload a digital copy or present it to school office staff).
4. Proof of completing the Adult Sexual Misconduct (ASM) Prevention training (certificate or email confirmation, which you will need to include with your volunteer application).

<https://seattlepublicschools.volunteerlocal.com/volunteer/?id=31389>

A background check is mandatory once each school year.

Volunteer Adult Sexual Misconduct Prevention Course (**one time only** - if you have already watched this in the past years, you do not need to watch this again)

<https://www.seattleschools.org/cms/One.aspx?portalId=627&pageId=18626>

**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.**