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# THORP SCHOOL DISTRICT NO. 400

Post Office Box 150 · 10831 N. Thorp Highway · Thorp, Washington 98946  
Phone 509-964-2107 Fax 509-964-2313  
[www.thorpschools.org](http://www.thorpschools.org)

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The Thorp School District's volunteer program is designed to promote, strengthen, and enhance quality education for all children while providing a valuable experience for the volunteer. There are a variety of volunteer opportunities available. Whether you can give a small or a large block of time, there is a need for your help.

## Questions and Answers

**Question: Do those people who visit the classroom on a one-time only basis such as a guest speaker need to register as volunteers?**

No. Guests report to the office as a visitor and receive a visitor pass. Visitors should be with students only in group settings.

**Question: Do volunteer coaches need to register?**

Yes. All volunteers need to register even if they volunteer outside of school hours.

**Question: Do parents volunteering in the office need to fill out a volunteer registration?**

Yes. All volunteers working in the school, including parents, need to register – even if they are working in what appears to be “non-student contact” positions.

**Question: Do volunteers need to be fingerprinted?**

No. Fingerprinting is not required for volunteer registration; but the school district will do a state criminal history background clearance. Volunteers may not be one-one-one (isolated) with a student.

**Question: Do field trip and dance chaperones need to register?**

Yes.

**Question: What happens to the registration form after the volunteer completes it?**

The volunteer turns in the registration form to be processed by the school district. A list of approved volunteers is given to the teachers listing the availability of volunteers and their areas of interest as noted on the volunteer application.

Volunteers still need to sign in at the school office and pick up a visitor badge each time they volunteer or are in the building during school hours.

(over)

## Expectations of Volunteers

Staff, substitutes and volunteers are held to high standards.

- A high degree of confidentiality is required. Students/athletes and their behavior should not be discussed except with a supervisor or administrator. *Please sign and return the attached **Confidentiality Pledge**.*
- Attire should be appropriate for the school setting; clothing and appearance should be neat and clean and follow the standards of the student dress code. We ask that you remove your hat while in the school buildings.
- Personal cell phone usage should be limited to appropriate times and private areas (staff room, outside, etc.) Students are not allowed cell phone usage during class time.

If you volunteer on the playground or in the lunchroom, please read our student expectations on the attached **Playground and Lunchroom Rules**.

Please complete the attached **Volunteer Application** and **Confidentiality Pledge** and return those two forms to the school office. A driver's license or picture identification needs to be provided.

The Thorp School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator, Civil Rights Coordinator, Andrew M. Perkins, Superintendent, (509) 964-7103, PO Box 150, 10831 N Thorp Hwy, Thorp, WA, 98946, perkinsa@thorpschools.org. Section 504 Compliance Coordinator, Mel Blair, (509) 964-7139, PO Box 150, 10831 N Thorp Hwy, Thorp, WA, 98946, blairm@thorpschools.org.



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## VOLUNTEER APPLICATION

**Please provide your driver's license or picture identification**

Legal Name \_\_\_\_\_ Birthdate \_\_\_\_\_  
Last First M.I. Male \_\_\_ Female \_\_\_

All Previous Names (maiden, previous married names, etc.) \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Home Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

In Case of Emergency, Notify \_\_\_\_\_ Phone \_\_\_\_\_

Please check all areas that apply:

- Help in any way
- Volunteering for \_\_\_\_\_ (specific event)
- Chaperone for \_\_\_\_\_ (event)

### Academic:

- Tutoring
- Subjects: \_\_\_\_\_
- Senior Project
- Teacher's Assistant

### Non -Academic:

- Clerical/Office
- Library
- Mentor
- Recess Monitor
- Lunchroom Monitor

### Curriculum Enrichment:

- Music/Drama/Art
- Career Sharing/Vocational Ed.
- Athletics – Coach's Assistant
- Sport: \_\_\_\_\_
- \_\_\_\_\_
- Computer Technology
- Other \_\_\_\_\_

### Special Education:

\_\_\_\_\_

### Special Interests/Skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand a Washington State Criminal History Background Clearance is required, and that my service as a volunteer in the public school system depends on approval. I release the Thorp School District from any liability as a result of receiving any information.

Signature \_\_\_\_\_ Date \_\_\_\_\_

WATCH OK \_\_\_\_\_ (HR employee initials) Date \_\_\_\_\_

In accordance with Chapter 43.43 RCS applicants and prospective volunteers are required to complete this disclosure form. In addition, applicants will be checked with the Washington State Patrol for disclosure of any applicable charges or findings. Employment is conditional upon a satisfactory background investigation. Volunteers will be retained on the same conditional basis.

**Application Disclosure From Pursuant to Chapter 43.43 RCS**

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 been convicted of any crimes against persons? \_\_\_\_\_

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Yes <input type="checkbox"/> No Arson (1 <sup>st</sup> degree)  | <input type="checkbox"/> Yes <input type="checkbox"/> No Extortion (1 <sup>st</sup> or 2 <sup>nd</sup> degree)                      | <input type="checkbox"/> Yes <input type="checkbox"/> No Promoting Prostitution   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Assault (simple)  | <input type="checkbox"/> Yes <input type="checkbox"/> No Felony Indecent Exposure   | <input type="checkbox"/> Yes <input type="checkbox"/> No Prostitution   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Assault (1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> degree)           | <input type="checkbox"/> Yes <input type="checkbox"/> No Incest   | <input type="checkbox"/> Yes <input type="checkbox"/> No Rape of a Child (1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> deg) |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Burglary (1 <sup>st</sup> degree)   | <input type="checkbox"/> Yes <input type="checkbox"/> No Indecent Liberties   | <input type="checkbox"/> Yes <input type="checkbox"/> No Robbery (1 <sup>st</sup> , 2 <sup>nd</sup> , or 3 <sup>rd</sup> degree)    |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Child Abuse/Neglect – defined RCW 26.440020                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No Kidnapping (1 <sup>st</sup> or 2 <sup>nd</sup> degree)                     | <input type="checkbox"/> Yes <input type="checkbox"/> No Selling or Distributing Erotic Material to a Minor                         |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Child Molestation (1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> degree) | <input type="checkbox"/> Yes <input type="checkbox"/> No Malicious Harassment   | <input type="checkbox"/> Yes <input type="checkbox"/> No Sexual Exploitation of Minors  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Child Buying or Selling   | <input type="checkbox"/> Yes <input type="checkbox"/> No Manslaughter (1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> degree) | <input type="checkbox"/> Yes <input type="checkbox"/> No Sexual Misconduct with a Minor (1 <sup>st</sup> or 2 <sup>nd</sup> degree) |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Child Abandonment   | <input type="checkbox"/> Yes <input type="checkbox"/> No Murder (aggravated)  | <input type="checkbox"/> Yes <input type="checkbox"/> No Unlawful Imprisonment  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Child Abuse (violating restraining order)                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No Murder (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> degree)        | <input type="checkbox"/> Yes <input type="checkbox"/> No Vehicular Homicide   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Communication with a minor (1 <sup>st</sup> or 2 <sup>nd</sup> degree)          | <input type="checkbox"/> Yes <input type="checkbox"/> No Patronizing a Juvenile Prostitute  |   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Custodial Interference (1 <sup>st</sup> or 2 <sup>nd</sup> degree)              | <input type="checkbox"/> Yes <input type="checkbox"/> No Promoting Pornography  |   |

2. Have you been convicted of crimes relating to financial exploitation if the victim was a vulnerable child?

(Crimes relating to financial exploitation: means a conviction for first, second or third degree extortion; first, second or third degree theft; first or second degree robbery, forger, or as renamed. A “vulnerable adult” is a person sixty years of age or older who has a functional, mental or physical inability to care for himself or herself or patient in state hospital as defined in Chapter 72.23 RCW)

Answer: \_\_\_\_\_ If yes, explain below.

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3. Have you been found in any dependency action under RCW 13.34.040 or found in court in a domestic relations proceedings under Title 26 RCW to have sexually abused or exploited any minor?

Answer: \_\_\_\_\_ If yes, explain below

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4. Have you been found by a court in a protection proceeding under Chapter 74.34 RCW or any disciplinary board final decision to have sexually or physically abused or exploited any minor or financially developmentally disabled person or to have abused or exploited any minor or financially developmentally disabled person or to have abused or exploited a vulnerable adult?

Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor?

Answer: \_\_\_\_\_ If yes, explain below:

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I have read the information contained herein and pursuant to RCW9A.72.085. I certify under penalty of perjury under the law of the State of Washington that the foregoing is true and correct. I authorize Thorp School District #400 to make such investigations and inquiries as may be necessary in arriving at an employment/volunteer assignment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application. In the event of employment/volunteer assignment, I understand that false or misleading information given in my application or interview may result in discharge. I understand that I am required to abide by all policies, procedures and regulations of the district.

**Applicant's Signature:**

**Date:**

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## VOLUNTEER RELEASE/HOLD HARMLESS AGREEMENT

The undersigned desires to participate as a volunteer for the following event /activity:

\_\_\_\_\_

which is being sponsored by the Thorp School District on \_\_\_\_\_.

This event/activity may include riding as a passenger in a school district owned vehicle.

I ACKNOWLEDGE the District will make every attempt to ensure my safety while participating in this volunteer event/activity, but there are certain inherent risks involved that may be unavoidable resulting in bodily injury or property damage to myself or others.

I further acknowledge the District does not provide any accidental medical insurance coverage for this event/activity and that I assume all risks of injury or damage to my person or property.

I agree to hold and save harmless the Thorp School District, its School Board and Employees, and assigns for any claims, suits or damages, (including but not limited to defense and indemnification) which might result from my participating in the above-described event or while riding in the school district owned vehicle.

Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*(If under 18 years of age, parent/guardian signature is required below)*

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
*(If applicable)*

The Thorp School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator, Civil Rights Coordinator, Andrew M. Perkins, Superintendent, (509) 964-7103, PO Box 150, 10831 N Thorp Hwy, Thorp, WA, 98946, [perkinsa@thorpschools.org](mailto:perkinsa@thorpschools.org). Section 504 Compliance Coordinator, Mel Blair, (509) 964-7139, PO Box 150, 10831 N Thorp Hwy, Thorp, WA, 98946, [blairm@thorpschools.org](mailto:blairm@thorpschools.org).

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**THORP SCHOOL DISTRICT  
PLEDGE OF CONFIDENTIALITY**

I hereby pledge to hold in strict confidence all information, verbal or written, I receive in my position as a volunteer, substitute, or as a staff member for Thorp School District #400. This confidentiality pledge applies to all students and athletes.

I am aware I am prohibited from disclosing the contents of any records, files, papers and communications. I am also aware that any release of any information is a violation of state and federal law, and I may be subject to criminal and/or civil sanctions as a result of such a release.

I hereby agree not to divulge, publish or otherwise make known to unauthorized persons of the public any information obtained in the course of the year. This pledge covers discussions on my part with fellow staff members, parents, personal friends and fellow citizens, in private, semi- private, or public places.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_