

## Volunteer Program FAQs

- 1. If a volunteer served at our school last year do they need to reapply?**  
No. If a volunteer applied last year, they are already approved for this year. They only need to reapply every two years. Be sure to check the approved volunteers list on the communications portal page to make sure the volunteer is approved.
- 2. Do volunteers need to fill out an application packet for each school they wish to serve?** No. The application is good for the entire district. There is a space on the volunteer application form that says “School where you wish to serve.” Volunteers should include all schools they wish to serve in that space.
- 3. Where can I get additional copies of the volunteer application packets?** The Print Center can produce additional copies of volunteer packets and handbooks quickly and efficiently for your school. The materials are also posted on the communications portal: <http://portal/sites/PublicInformation/default.aspx> and on the district’s web site.
- 4. How will we know when volunteers have been approved?** A list of approved volunteers is posted on the communications portal. The list is updated regularly. Volunteers also receive an e-mail from the district once they are approved, if they supplied their e-mail address. In addition, schools issue volunteer cards or badges to all approved volunteers. Finally, the communications department has all information about volunteers on file and in a database.
- 5. What are the green volunteer cards for?** The volunteer cards are issued to approved volunteers. When someone asks to get their card, first ask to see their photo ID to verify they are who they say they are. Then, look up their name on the approved volunteers list on the communications portal before issuing the volunteer card to verify that the person has in fact been approved. Write the volunteer’s name and the date they were approved on the volunteer card.  
  
Volunteer cards aren’t meant to be worn. They should be kept in their wallet or purse. Please have volunteers follow your school’s procedures for building visitors and wear whatever it is that your school requires for building visitors. If your school wants laminated volunteer cards, you can order them from the Print Center.
- 6. Do parents need to be screened before they can visit their child’s classroom?** Visitors do not need to be screened. Parents can visit the school for concerts, plays, presentations, etc. without completing a volunteer application. Only if they wish to help out in some way are they considered volunteers and must apply.
- 7. Do school district employees and substitute staff need to go through the volunteer approval process too?** Not at this time. District employees are already considered approved and don’t need to go through the application process.

- 8. Do volunteer leaders and chaperones for off-site activities have to be screened?** Yes. All volunteers serving in school or PTSA-sponsored activities on-site or off-site must be screened prior to their service.
- 9. Do student volunteers from outside the district have to apply?** Yes. Students from outside Lake Washington School District must complete the formal volunteer application process. Administrators at the school where an out-of-district student volunteer wishes to serve should check with the administrators at the student volunteer's school to see if there are any concerns about the student's suitability as a volunteer.
- 10. Do dance chaperones have to apply and be pre-approved?** Yes. Dance chaperones are considered volunteers and must go through the screening process.
- 11. Do café workers need to go through the approval process?** All volunteers working with students must be approved by the District. Employees are screened through a different process.
- 12. Do speakers need to be screened before they speak to our class?** No. Speakers are considered visitors and do not need to apply as a volunteer.
- 13. The Girl Scouts hold meetings after-school in our building. Some of our students attend. Do Girl Scout leaders need to be go through LWSD volunteer screening?** No. These representatives are serving Girls Scouts, not the school district. If a parent chooses to involve their child in a community organization outside of the school district, it is the responsibility of that organization to provide a safe environment. These organizations tend to have their own screening processes: parents may want to check with the organization to find out what they do.
- 14. Do student teachers need to go through the volunteer application process?** No. Human Resources (HR) screens and determines placement of all qualified teachers, including student teachers. Make sure student teachers contact HR and go through their process.
- 15. What do we tell people who are concerned with identity theft and don't want to provide a copy of their driver's license?** Explain that the license serves to verify their identity during the Washington State Patrol background check. There are many people with similar names and dates of birth which often makes it difficult for the District to identify volunteers. Assure all applicants that volunteer paperwork is stored in secure locations at the district office. For those who still do not want to send in a copy of their license, please ask them to show their photo ID in person so you can verify their identity. Check to make sure the name, date of birth and address on the applicant's volunteer paperwork matches the photo ID. Write "license checked" on the volunteer application and sign and date. If there is some confusion about the applicant's identity during the background check, the District may need to contact them for further information.