



Administrative Form 1537
ADULT VOLUNTEER APPLICATION

Volunteer Services: 494 Poplar Street, Reno, Nevada 89512 / volserv@washoeschools.net / 775-348-0346

For a copy of the WCSD Volunteers Procedures Manual, please visit <https://www.washoeschools.net/Page/3688>

Date _____ School Name _____

Applicant Name: _____
(Last Name, First Name, Middle Initial – enter exactly as shown on photo identification)

Phone: _____ Email: _____

Physical Address: _____
(Street, City, State, Zip Code)

Mailing Address: _____
(If different from above – street/PO Box, City, State, Zip Code)

Date of Birth: ____/____/____ Last four digits of Social Security Number (if available): _____

I am a (check all that apply): Parent/Guardian of a District student Other Family Member / Caretaker
 Community Volunteer District Employee

If you are a parent/guardian or caretaker, list student and teacher name(s):

If volunteering as part of a community organization/business member, list the name(s) of the organization/business:

If you are NOT a parent/guardian or caretaker, please provide two (2) non-relative references:

Name	Relationship	Phone	Initial: Reference Checked
_____	_____	_____	_____
_____	_____	_____	_____

In Case of Emergency, contact:

Name	Relationship to you	Phone
_____	_____	_____

Emergency medical information/conditions (i.e. asthma)

Note: Any applicant found to be a registered sex offender, on an active warrants list, on a terrorist list, or on probation or parole WILL NOT BE ALLOWED TO VOLUNTEER at Washoe County School District. When applicable, fingerprinting shall be conducted by the District's School Police Department. The District reserves the right to disallow any individual from serving as a volunteer.

Ethnic Code Information (Check the code that best represents your ethnic identity) – Optional

African-American Alaskan/Indian Asian/Pacific Caucasian Hispanic Other

Criminal information **MUST** be disclosed no matter how long it has been since the offense/arrest. Have you **EVER** been **arrested** (even if the charges were dropped), **convicted**, **pled guilty** or **pled no contest** to:

- A criminal offense, other than a minor traffic violation? This includes, but is not limited to, a felony, gross misdemeanor, misdemeanor, DUI, etc.: Yes_____ No_____
- A drug or sexual related offense or act of violence? Yes_____ No_____
- Been reported for child abuse/sexual activities involving a student or minor or had charges filed against you by a school district, state/county agency, police or court? Yes_____ No_____

If yes to any of the above, please explain the type(s) of offense(s), location(s), and date(s) in the space below. Attach a sheet if necessary.

Date	Charge/Offense	Disposition	Penalty	Explanation

_____ I understand and agree that while a visitor/volunteer on District property or at a District activity, I may have access to confidential student information. I understand and agree that by signing this document, I will maintain complete confidentiality regarding the information I obtain in such capacity. I understand and agree that I will not divulge to anyone any matters discussed, including discussions by District employees or any student behaviors/interactions, written materials or computerized records which I view. I understand and agree that if I receive calls or contacts from anyone requesting information from me regarding any District information, that I will follow established procedures of the District regarding disclosure of information.

_____ I understand, in accordance with WCSD policy and Nevada Revised Statutes (NRS 202.3673, 202.265), individuals who possess a valid Concealed Carry Weapon (CCW) Permit are not permitted to carry a concealed firearm on their person or in their vehicle while on school property or at a school-sponsored event.

_____ I affirm that I have read, understand, and agree to abide by all the information in this document and the District's Volunteers Procedures Manual (AM 1535), to include my duties under Nevada State Law to report suspected child abuse and/or neglect, and that all the information I have provided in this application is true and complete to the best of my knowledge. I understand that the District reserves the right to verify all information on this application form and that any false statements or failures to disclose information may be sufficient to disqualify me as a volunteer. I hereby authorize the District to obtain information relating to my current and / or previous employment, education, and personal history records.

By signing below, I acknowledge that I understand, agree with, and will comply with the above statements:

<i>Signature</i>	<i>Print Name</i>	<i>Date</i>

TO BE COMPLETED BY THE SCHOOL OR VOLUNTEER SERVICES DEPARTMENT

Photo ID Check _____ Location/school: _____
(Initial and attach a copy of photo ID)

Fingerprinting Required: _____ (This applies to regular volunteers, coaches, overnight and out-of-state trip chaperones, etc.)

Background Check Required: _____ Purpose: _____

Field Trip: Date(s) (if known) _____ Overnight or Out-of-State Day Trip _____

ADMINISTRATOR APPROVAL

I have reviewed the disclosed information above and ACCEPT____ DO NOT ACCEPT____ this applicant as a volunteer on our campus.

Principal Signature: _____

TO BE COMPLETED BY SCHOOL POLICE

School Police check: Valid DL _____ SO Check _____ Fingerprinting check _____

Notes: _____

PROCEDURE

1. The Washoe County School District ("District" or "WCSD") reserves the right to refuse any volunteer applicant. Approval of an application does not guarantee the volunteer opportunity.
2. For additional information related to the volunteer application process, to include fingerprinting and background checks, refer to Administrative Manual 1535, Volunteers, for specific information or contact the District's Volunteer Services Department at 775-348-0346, or email volserv@washoeschools.net.
3. Prospective volunteers shall complete this volunteer application form and submit to a background check and, as applicable, fingerprinting, prior to volunteering in the District. Return the completed application, with a copy of your government issued photo ID, to one of the following locations:
 - School Office
 - In person at WCSD Volunteer Services Department
494 East Poplar Street, Reno, Nevada 89512
 - By mail:
WCSD Volunteer Services Department
PO Box 30425, Reno, NV 89520-3425
4. A "volunteer" is anyone who, without District compensation, performs a task at the direction of and on behalf of the District.
 - a. A "volunteer" must be officially registered with the District prior to performance of the task. However, approval of the volunteer application does not guarantee the volunteer opportunity.
 - b. Volunteers are not considered employees of the District.
 - c. The District reserves the right to deny any individual from serving as a volunteer.
 - d. An applicant found to be a registered sex offender, on an active warrants list, on a terrorist list, or on probation or parole will not be allowed to volunteer.
 - e. Background checks must be completed annually. Fingerprinting may be required annually or every five (5) years depending on the volunteer opportunity.
5. Background checks and fingerprinting shall be conducted by the WCSD School Police Department.
 - a. An application for an event/opportunity that requires fingerprinting must be submitted a minimum of eight (8) weeks in advance.
 - b. An application for an event/opportunity that requires a background check only must be submitted a minimum of two (2) weeks in advance.
6. Background Checks and Fingerprinting
 - a. Fingerprinting and Background Check
 - i. The volunteer application shall be completed by the volunteer and require the approval of the school site administrator. To make an appointment for fingerprinting, visit <https://www.washoeschools.net/Page/11574>. Walk-ins are accepted at certain times of the day but may be subject to extended wait times.

- ii. There is a \$45 fee for fingerprinting, payable at the time of fingerprinting. Results of fingerprinting will be returned to the school.
 - iii. Volunteer categories that are subject to a background check with fingerprinting include but are not necessarily limited to:
 - 1. Regular Volunteers. A regular volunteer works in a school weekly or 4 times in a month; or who may work unsupervised with students.
 - 2. Coaches
 - 3. Overnight Chaperones
 - 4. Field/Activity/Athletic Trip Chaperones – Out-of-State
 - 5. A volunteer approved to transport students
- b. Background Check only
- i. The volunteer application shall be completed by the volunteer and require the approval of the school site administrator. Staff shall obtain a copy of an approved form of identification and forward the application and proof of ID to WCSD School Police. There is no charge for a background check. Results of background checks will be returned to the school.
 - ii. Other volunteers (non-regular by definition), to include a chaperone of a day field/activity trip inside the state of Nevada, are subject to an annual background check only.
7. Additional information can be found in Administrative Manual 1535, Volunteers Procedures Manual (<https://www.washoeschools.net/Page/3688>). Such information includes, but is not limited to:
- a. Confidentiality and Student Information
 - b. Liability Coverage
 - c. Mandatory reporting responsibilities related to suspected child neglect, child abuse, corporal punishment, luring of a child, and bullying
 - d. Student / Volunteer Relationships
 - e. Prohibited Activities, to include possession of a weapon, smoking, and possession or use of alcohol or controlled substances.
8. School Staff Procedures
- a. All volunteer applications received at the school site shall be reviewed and require approval by the school administrator. Staff shall verify that the name on the application matches the name that appears on the government issued photo identification.
 - b. Approved volunteer applications will be entered into the District's electronic student records database (Infinite Campus or "IC") under the Volunteer Tab. Schools will enter parent volunteers, and Volunteer Services will enter community volunteers as appropriate.