



## **VOLUNTEER PROGRAM (WASHINGTON STATE)**

Green Dot Public Schools, Washington State is pleased to welcome you as a volunteer. Your commitment to education offers many students an opportunity to have the individual attention that is vital to their education and personal development. You are a role model of Green Dot values that our community hold as its standards.

Green Dot volunteers work at the home office or school of their choice and participate in activities that match their interests, such as assisting teachers in the classroom, working with students, or helping out in the offices.

Your Principal or Direct Supervisor will provide the guidance that will help volunteers feel secure as they work with students and staff.

We hope that your experience as a volunteer will deepen your commitment to Green Dot Public Schools, Washington State. Through the individual commitment of all, our students will graduate with the knowledge, skills and values to prepare them for college, leadership and life.

# **VOLUNTEER PROCESS: WASHINGTON STATE:**

## **ADMINISTRATOR/DIRECT SUPERVISOR RESPONSIBILITIES**

1. Human Resources, Washington or employee who is responsible for directly supervising volunteer must [notify Human Resources, California](#) before volunteer begins assignment by submitting a completed the “Volunteer Form” (parent volunteers excluded).
2. [Human Resources, California](#) will then send the Volunteer Packet to the volunteer.
3. Once the Volunteer Packet is completed and signed, [volunteer must fax volunteer packet directly to Human Resources, California: 213-908-2192 or scan and e-mail to: \[humanresources@greendot.org\]\(mailto:humanresources@greendot.org\)](#).
  - a. Volunteer Application
  - b. Volunteer Expectations Sheet
  - c. Emergency Information Sheet
  - d. Green Dot Data Use Agreement (Confidentiality Agreement)

## **ADDITIONAL HUMAN RESOURCES RESPONSIBILITIES**

1. [Human Resources, California](#) will notify the volunteer and their direct supervisor when volunteer is cleared to start assignment.
2. [Human Resources \(HRIS\)](#) will send in a request to give volunteer accounts/equipment access based on the information on the Volunteer Cover Sheet signed by the Direct Supervisor.
3. [Human Resources, California and Washington](#) will keep a folder for each volunteer on file.

***\*\*PLEASE REMEMBER NO VOLUNTEER SHOULD BEGIN ASSIGNMENT WITHOUT THE APPROVAL OF HUMAN RESOURCES\*\****



# Green Dot Public Schools, Washington State Volunteer Application

**Please print legibly**

<b>Name</b>			
<b>(Legal Name Required):</b>	<b>First</b>	<b>Middle (required)</b>	<b>Last</b>
	<b>Date of Birth:</b>		
<p>The Washington State Legislature has helped us ensure security for all students, employees and volunteers by allowing us to run background checks on all people who volunteer on any Green Dot Public School location. All volunteers must complete this application and undergo a background check prior to beginning as a volunteer. Such volunteer will undergo an annual background check if they work 365 days continuously thereafter.</p> <p><i>*Background check results will be made available to the volunteer within 10 days of the report being run.</i></p>			
Have you ever used another name? (ie., Maiden name, nick name, or other last names) Please list below:			
1.	2.		
3.	4.		
<b>Address:</b>			
	<b>Street</b>		<b>Apt/Ste #</b>
	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Phone:</b>			
	<b>Cell Phone</b>	<b>Home Phone</b>	<b>Message Phone</b>
<b>Personal E-mail:</b>			
Have you ever been convicted of a Crime?      Yes      No			
Have you ever had findings made against you in any civil adjudicative proceeding?      Yes      No			
Have you ever had both a conviction and findings made against you?      Yes      No			
If you answered YES to any of the above, please give explanation below:			
<p>I have read the information contained in this application. I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. I authorize Green Dot Public Schools to conduct a background check and to obtain any and all information needed to process my volunteer application. I further authorize any person contacted by Green Dot Public Schools to provide information to Green Dot Public Schools regarding my volunteer application. I understand that information from others may not be made available to me. I hereby release and hold harmless Green Dot Public Schools and all references from any and all liability in obtaining or disclosing such information about my background. I understand that Green Dot Public Schools may at its discretion, exclude me from volunteering for any reason, including any misleading or incomplete statements on my application.</p>			
Print Name	Signature		Today's Date



# VOLUNTEER EXPECTATIONS

***As a volunteer for Green Dot Public Schools, Washington, I will complete and submit a complete volunteer application packet prior to reporting for volunteer work.***

- Volunteer Application
- Volunteer Expectations
- Emergency Contact Information Sheet
- Confidentiality Agreement

I will also commit to the following:

- ✓ Respect the confidential nature of any verbal or written communication I receive regarding students, families, staff, and the organization.
- ✓ Keep personal information confidential at school and after I leave school
- ✓ Be discreet in any verbal communication by not discussing students, staff, or families in front of others.
- ✓ Immediately report directly to the principal or site administrator any information disclosed to me concerning a child's safety.
- ✓ Make reasonable efforts to assure that each student is protected from harassment or discrimination.
- ✓ Not harass nor discriminate against any student, staff member or volunteer on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background.
- ✓ I also understand that relationships developed with children at school should remain at school and that for the protection of both the student, staff, and volunteer; volunteers should not be left alone with a child that is out of view of school personnel or another adult volunteer.
- ✓ Volunteers are also reminded that permission to communicate with a student outside the regular school day must be granted by the student's parent/guardian; Green Dot Public Schools cannot and will not grant this permission.

**VOLUNTEER NAME (please print):** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



## **Emergency Information**

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Date

Cell Phone Number \_\_\_\_\_ Home Phone Number \_\_\_\_\_

### **IN CASE OF AN EMERGENCY, PLEASE NOTIFY:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Home Telephone (with area code)

\_\_\_\_\_  
Work Telephone (with area code)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

### **AND/OR**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Home Telephone (with area code)

\_\_\_\_\_  
Work Telephone (with area code)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code



## Green Dot Data Use Agreement

### **Confidentiality Agreement Restricting Disclosure and Use of Data from Green Dot Public Schools**

In consideration of my appointment as a volunteer at Green Dot Public Schools and subsequent exposure to confidential Green Dot data files, I am aware that I can be held legally liable for any harm incurred by individuals or establishments if I disclose identifiable information contained in the files and/or data systems.

*Having read and familiarized myself with this agreement, I agree:*

1. Not to make copies of any files, portions of files, or data to which I am granted access.
2. Not to remove any printouts, electronic files, or documents, without permission from my manager or the school site Principal.
3. To return to Green Dot, upon request, all materials (restricted and otherwise) with which I may be provided during my time as a volunteer.
4. Not to disclose personal information about any individual or school to themselves or otherwise.
5. To hold in strictest confidence the information provided about any individual that may be inadvertently revealed in any documents or discussion, or analysis.

#### Violation of this Agreement

If my manager or the school site determines that this agreement has been violated, they will report the finding to the appropriate Green Dot stakeholder and, if necessary, the state and/or federal agencies. This may result in the termination of my position and the notification of any individual or school site impacted by the violation.

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**Name (printed)**

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**Signature**

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**School Site**

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**Date**