



Ballard High School

Volunteer Application | Checklist

All volunteers and chaperones must complete the following SPS online paperwork prior to volunteering directly with students. Please complete your application at least 2 weeks before you plan to volunteer.

STEP 1

Complete the **SPS Volunteer Application**. The following items will be needed (emergency contact and phone, 2 references, government photo ID (*uploaded*), and certificate of completing the Adult Sexual Misconduct (ASM) Prevention Training video at <https://seattleschools.org/misconductvideo> .

SPS 2019-20 Online Volunteer Application

<https://seattlepublicschools.volunteerlocal.com/volunteer>

Please Note: If you have not lived in WA State for the past 3 years you will need to complete a national background check. Visit <https://seattleschools.org/volbackgroundcheck> for more information.

STEP 2 – If Chaperoning Day or Overnight Field Trip or Driving

Complete the SPS Chaperone Form **AFTER** completing the Online Volunteer Application.

SPS Chaperone Form K-12 Day & Overnight Field Trips & Driver Check List

<https://seattlepublicschools.volunteerlocal.com/volunteer>

Driver Check List for Volunteers: If driving students **one time** only, complete the Driver Check List. If driving students **more than one time** you will need to request your three-year comprehensive motor vehicle abstract (a history of violations or collisions) and *upload* the report to complete your Driver Check List. To request your record, visit <https://www.dol.wa.gov/driverslicense/requestyourrecord.html>

Additional Resources

SPS Volunteer Handbook	https://seattleschools.org/volunteer
Board Policy No. 5630	https://bit.ly/sps5630
SPS Code of Conduct	https://bit.ly/spscodeofconduct
Ballard High School Office	206-252-1000