

Salmon Bay School Remote Volunteer Process Information

The information below will help guide you through the volunteer application or renewal process.

While the volunteer application process for many volunteers will be similar to previous years, there have been a couple changes during remote schooling. The biggest change will impact volunteers who are working with students online in breakout rooms and who may need additional clearance IF teachers are not present.

What has Changed During Remote School?

The district has divided volunteer roles in two categories, category "A" or Category "B". These designations are based upon specific volunteer roles and dictate what type of volunteer background check you will need this year.

- Category A Volunteers offer support outside of the classroom or support in the virtual setting when a teacher is also present.
- Category B Volunteers may lead breakout sessions, tutoring, book groups or other activities, like middle school clubs, when teachers are not present.

Because Category B volunteer roles involve unsupervised contact with students, additional steps must be completed during the volunteer application process including a national background check, reference checks and interview.

How do I start the volunteer process?

ALL Volunteers should complete our inquiry form found here:

<https://forms.office.com/Pages/ResponsePage.aspx?id=WNEEx1HRgMkiHg1Hqb23SJ5I0pLp1YbJEIIXIEy7hedxUMjUwMkRBTzJFWkQMDZWRUFTRVFQTFdTVy4u>

This helps us track who would like to sign up to volunteer, which class you are supporting, if you have been assigned a role or have a specific interest.

Next, all volunteers should visit the SPS site to complete a volunteer application or renew/ update their existing volunteer information.

SPS Volunteer Application:

https://www.seattleschools.org/families_communities/volunteer/volunteer_application_process

SPS Volunteer Application Renewal: <https://www.seattleschools.org/cms/One.aspx?portalId=627&pageId=94615641>

Once we receive confirmation from SPS, we will confirm that you are either cleared to begin volunteer (category A) or work with you to schedule the required reference checks and interview (category B volunteers).

Communication & Support

Once you are cleared as a volunteer, we will send you an email confirmation and include any staff members/teachers that you are assigned to support. While teachers will probably direct most of your volunteer work moving forward from this point, we'll plan to check in with you periodically to see how things are going and if we can answer additional questions. Communication during our remote setting is more important than ever. You have an open invitation to reach out at any time!

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