



Administrative Form 1537 ADULT VOLUNTEER APPLICATION

Volunteer Services: 5450 Riggins Court, Suite 4, Reno, Nevada 89502 / volserv@washoeschools.net / 775-348-0346 /
For a copy of the WCSD Volunteers Procedures Manual, please visit <https://www.washoeschools.net/Page/3688>

WCSD staff: verify the applicant's identification against the actual government issued photo identification (not a copy).
Please mail to School police.

To be completed by the applicant:

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
_____	_____	_____	_____
_____	_____	_____	_____

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

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 Board Policy 1500, Volunteers, Administrative Regulation 1501, Volunteer Screening and Background Checks, and Administrative Regulation 1502, Volunteer Protocols, or contact the District's Volunteer Services Department at 775-348-0346 or email volserv@washoeschools.net.
3. Prospective Volunteers. All volunteers must complete a volunteer application annually.
 - a. All volunteers shall complete a volunteer application annually and must receive the approval of the school site administrator or Volunteer Services, as applicable, prior to beginning the volunteer opportunity.
 - i. School Volunteers. Prospective volunteers shall personally submit the application to the school and have the government issued photo identification available. School staff shall take a copy of the ID and attach it to the application.
 - ii. Community Volunteers. Prospective community volunteers shall personally submit the application to the WCSD Volunteer Services Department and have the government issued photo identification available. Staff shall take a copy of the ID and attach it to the application Staff only mail to School Police. Volunteer Services is located at 5450 Riggins Court, Suite 4 Reno Nv 89502.
 - b. Depending on the volunteer opportunity, fingerprinting may be required. If so, the application, signed by the applicant and the school administrator, must be taken to the WCSD School Police Department. Volunteer categories that are subject to fingerprinting include but may not be limited to:
 - i. Individuals who may work alone and/or unsupervised with a student(s);
 - ii. A volunteer coach or advisor of an in-school or extracurricular activity;
 - iii. Overnight chaperones and chaperones of out-of-state field, activity, or athletic trips;
 - iv. A volunteer approved to transport students; and
 - v. District hired or contracted third party contractors/vendors who provide direct services to students in a school or department.
 - c. Volunteer coaches/advisors
 - i. Middle and high school volunteer coaches must submit an online coaching application. Check with the school for further information.
 - ii. Elementary school volunteer coaches/advisors shall submit the volunteer application to the school. Check with the school for further information.
4. School Staff
 - a. All volunteers must complete a volunteer application annually. The application must be submitted by the applicant in person and have the government issued photo identification available.

- b. Check the information provided on the application against the information on the identification. Take a copy of the ID and attach it to the application.
- c. If fingerprinting is required, refer the applicant to Volunteer Services at <https://www.washoeschools.net/Page/11574>. Fingerprint appointments can be scheduled by contacting the Volunteer Services office at 775-348-0346/775-348-0331.
- d. All volunteer coaches **must** submit an online coaching application and be fingerprinted. Check with the Human Resources or the Department of Student Activities/Athletics for more information.

5. Background checks and Fingerprinting

- a. All volunteers will undergo a background check, conducted by the WCSD School Police Department, which may include a check against the active warrants list, available sex offender databases, and the FBI terrorist list. There is no charge for background checks.
- b. Fingerprinting shall be conducted by the WCSD School Police Department or at a fingerprinting location approved by the WCSD School Police Department. The cost of fingerprinting shall be paid by the volunteer applicant. Check with the Volunteer Services Department for the cost of fingerprinting.
- c. An application for an event/opportunity that requires fingerprinting must be submitted a minimum of eight (8) weeks in advance.
- d. An application for an event/opportunity that requires a background check only must be submitted a minimum of three (3) weeks in advance.
- e. Results of background checks will be made available to the school or Volunteer Services, as applicable.
- f. To make an appointment for fingerprinting or for additional information, visit the WCSD Volunteer Services Department website at <https://www.washoeschools.net/Domain/91>
- g. Unless otherwise noted, fingerprinting is valid for five years from the date approved by the WCSD School Police Fingerprint Department.