

Process to becoming a Volunteer

- 1) Fill out Volunteer information Sheet and complete Safeschools volunteer orientation, print out the certificate**
- 2) Complete the back ground check application. Background checks take 2-4 weeks to process so please do not wait until the last minute to turn them in.**
- 3) Return all completed forms to the school office with the Safeschools certificate**

Background checks are good for 2 years

SafeSchools orientation must be done every year.

A parent wishing to go on a field trip with their student who has all of their paperwork turned in but does not have a background check that has been processed can still go on the field trip but will only be responsible for their child, they may not assist other children or be in charge of a group of students.

Volunteer Application Copy of Volunteer Application must be on file at Siletz Valley Schools.

Volunteer Name _____

Address _____ City _____

State _____ Zip _____

Home Phone _____ Work Phone _____

Cell Phone _____

Email _____

Please list all students, and their grades where you plan to volunteer. Include student last name if different than your own.

| student name | Grade | Student Name | Grade |
|--------------|-------|--------------|-------|
| | | | |
| | | | |

Name of person to contact in the event of an emergency _____

Relationship to you _____ Daytime telephone number _____

please describe special medical conditions (allergies, etc.) or special accommodations you have:

Availability: Please write in your preferred hours and days below:

| Monday | | Tuesday | | Wednesday | | Thursday | | Friday | |
|--------|----|---------|----|-----------|----|----------|----|--------|----|
| AM | PM | AM | PM | AM | PM | AM | PM | AM | PM |
| | | | | | | | | | |

Location Preference _____ Grade Level(s) Preferred _____

Please indicate below () which category(s) you prefer as a volunteer: _____ Classroom volunteer

_____ Special events _____ Office support _____ Music _____ Tutor _____ Playground

_____ Enrichment activities _____ Clerical, list skills below _____ Lunch room

Clerical Skills/Experience _____

Bilingual: Yes _____ No _____ Language(s) _____

First Aid Card Expiration Date _____ CPR Card Expiration Date _____

CRIMINAL HISTORY VERIFICATION OF APPLICANTS

THIS FORM MUST BE ENCLOSED WITH THE 581-2281-N SCHOOL/DISTRICT COVER FORM AND A CHECK FOR \$5.00 PER APPLICANT.
ALL DOCUMENTS MUST BE MAILED TOGETHER TO THE DEPARTMENT OF EDUCATION.

Please type or print clearly.

As Appears on License

Name: _____ Date of Birth: _____ Sex: _____
(Last Name) (First Name) (Middle Name) MM/DD/YY

List Other Names Previously Used: _____
(Includes Maiden Name)

Social Security No.: _____ Driver License/Identification Card No.: _____

Providing your social security number on this form is voluntary. If you choose not to disclose the social security number, this will not be a basis for denial of employment or any rights, services or benefits to which you are otherwise entitled. If you do provide the number the Oregon State Police will use it as an additional identifier to search for any criminal record you may have. Your social security number will be used as stated above. State and federal laws protect the privacy of your records.

Mailing Address: _____
Full Street Address/Post Office Box

City: _____ State: _____ Zip + 4: _____

A. Have you EVER been convicted of a sex-related crime? Yes No

If yes, was the conviction in Oregon or another state? (Please specify if another state.) State: _____

If yes, did the crime involve force or minors? Yes No

B. Have you EVER been convicted of a crime involving violence or threat of violence? Yes No

If yes, was the conviction in Oregon or another state? (Please specify if another state.) State: _____

C. Have you EVER been convicted of a crime involving criminal activity in drugs or alcoholic beverages? Yes No

If yes, was the conviction in Oregon or another state? (Please specify if another state.) State: _____

D. Have you EVER been convicted of any other crime except a minor traffic violation?(Includes Traffic Crimes) Yes No

E. Have you been arrested within the last three years for a crime for which there has not yet been an acquittal or dismissal? Yes No

Advisory: A check of the applicant's criminal history will be made by the Oregon Department of Education to verify the responses to the preceding questions.

I hereby grant to the Oregon Department of Education permission to check civil or criminal records to verify any statement made on this form. Regardless of whether the applicant grants consent, the Oregon Department of Education will conduct a criminal offender record check of applicants for the position of school bus driver, volunteer, or other prospective school employees working with or around children. The applicant is entitled to review his/her criminal history for inaccurate or incomplete information. Discrimination by an employer on the basis of arrest records alone may violate federal civil rights law. The applicant may obtain further information concerning the applicant's rights by contacting the Bureau of Labor and Industries, Civil Rights Division, State Office Building, Suite 1070, Portland, Oregon 97232, telephone (503) 731-4075.

I acknowledge reading and the receipt of this notice.

Applicant's Signature: _____ Date: _____

Siletz Valley Schools

SELF-REGISTRATION INSTRUCTIONS Lincoln County School District Parents and Volunteers

Lincoln County Schools is using SafeSchools online safety training to train staff as well as parents on school-related safety issues. SafeSchools offers trainings in all facets of school safety, and its compliance management system tracks all the training for the district, allowing us to easily demonstrate state and federal compliance with safety mandates.

As a district volunteer, you are required to register yourself to the system in order to take the required training. Here is the process. **PLEASE FOLLOW THESE INSTRUCTIONS CLOSELY:**

1. Go to the Lincoln County SafeSchools training registration site, <http://lincoln.or.safeschools.com/register/365540c9>
2. Enter your basic information, including a username of which you will use to login to the system moving forward. **VERY IMPORTANT:** Please enter your username as `firstname.lastname (susie.smith)`
3. Click the REGISTER button.
4. Click on the training page
5. To begin the course, click on Volunteer Orientation (Full Course (Oregon))
6. To earn a certificate of completion, you must complete the course and pass the quiz. *You do not have to take SafeSchools courses in one sitting, however; if you are called away, the system will remember where you left off and allow you to pick up again at that point. To log back in, the training site is <http://lincoln.or.safeschools.com> where you will be asked for your username.*
7. To print your certificate: click on the BLUE RIBBON and print your certificate.

Thank you! Your participation will help to make Siletz Valley Schools a safer place to work and learn! If you have any questions, please contact your school office.