

## Parent Volunteer Program 2008-2009

*Make a difference – Be part of the BEST Team!*

The BEST students and staff need your help in the following specific areas:

### GENERAL

Telephone/filing \_\_\_\_

Office Support \_\_\_\_

### CLASSROOM

Tutor \_\_\_\_

Guest Speaker \_\_\_\_

Special Projects \_\_\_\_

### LIBRARY

During School hours \_\_\_\_

### OTHER

One-time Event \_\_\_\_ (will be called on an as-needed basis)

### SPECIAL EVENTS & PROGRAMS

Open House (evening) \_\_\_\_

Graduation (evening) \_\_\_\_

### DAYCARE

11:30 a.m. to 12:30 p.m. \_\_\_\_

### STUDENT ACTIVITIES

Enrichment Days \_\_\_\_

Field trips \_\_\_\_

Please fill out this form so the BEST office staff can contact you.

*VOLUNTEER PARENT/GUARDIAN NAME* (Please print) \_\_\_\_\_

*STUDENT'S NAME* (Please print) \_\_\_\_\_

Phone \_\_\_\_\_ Best Time \_\_\_\_\_

Email \_\_\_\_\_

I prefer to be contacted by:  Phone  Email

**Volunteer Screening** – The law now requires that volunteers be screened every two years. To ensure your students' safety, we cannot allow volunteers to start until they've been screened, even if they are just working in the office or going on a field trip. Volunteers from 07/08 are pre-approved and can start immediately.

Please fill out the LWSO Volunteer Application paperwork, which is posted on the District website at <http://www.lwsd.org/SiteCollectionDocuments/For-The-Community/Volunteer-Application-Packet.pdf>. You can go directly to that page and print out the forms or pick up the packet and handbook in the BEST main office.

Please submit the paperwork early in the school year in case you decide to volunteer at some point in the year. The screening and approval process can take up to two weeks, so plan ahead!

There are important safeguards that must be in place to make the Volunteer Program successful. The district's screening process provides the highest level of safety possible for students, staff and volunteers. The Lake Washington School District has the authority to determine eligibility of all applicants who wish to volunteer. Final determination of volunteer placement is made by the Deputy Superintendent and that decision cannot be appealed.