



# South Washington County Schools Volunteer Application Form

Name: \_\_\_\_\_ Position/Staff Contact Person \_\_\_\_\_

Phone (H): \_\_\_\_\_ Phone (C): \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_ Gender:  Male  Female

Please check which of the following schools in which you are interested in serving as a volunteer:

### Elementary Schools

- Armstrong
- Bailey
- Cottage Grove
- Crestview
- Grey Cloud
- Hillside
- Liberty Ridge
- Middleton
- Newport
- Nuevas Fronteras
- Pine Hill
- Pullman
- Red Rock
- Royal Oaks
- Valley Crossing
- Woodbury
- Any Elementary

### Middle Schools

- Cottage Grove
- Lake
- Oltman
- Woodbury
- Any Middle School

### High Schools

- SW Alt Learning Center
- East Ridge
- Park
- Woodbury
- Any High School

District Events

Please review the volunteer handbook available through your school or the district's web site:

[www.sowashco.org](http://www.sowashco.org) then scroll to Quick Links for Parent and/or Community and click on Volunteers

I have read & understand the volunteer handbook.

I would like to complete the volunteer background screen (check) process.

(A link to the background check process will be emailed to you after this form is processed, **payment will be taken online at that time**)

Signature \_\_\_\_\_

**Please return this form to your school's main office or to:**

**Jessica Johnson, Volunteer/Youth Coordinator, 8400 E. Point Douglas Rd. S., Cottage Grove, MN 55016**

Please note that some of our volunteering opportunities may require the volunteer to successfully complete a background screen (check). If you will be volunteering for a field trip, as an athletic/academic coach or in any role where you would be alone with students, it is required that you successfully complete a background screen with our district. **The district respectfully asks volunteers to pay the cost (\$10.25) for the background screen.** This background check only expires if there is a gap in volunteering for one year or longer.

South Washington County Schools is proud to partner with Trusted Employees for the processing of volunteer background screens. Within the next few days, you will receive an email invitation to complete the background screening process. This will be sent to the email address that is provided above.

Please inform the school's principal or office coordinator, if payment is a hardship or if you do not have an email address and we will be happy to work with you regarding other options for processing your background screen.

Thank you for your interest in volunteering with our district!

**We are committed to igniting a passion for lifelong learning.**

[www.sowashco.org](http://www.sowashco.org)



## Criminal Background Screening Standards

The South Washington County School District strives to maintain a safe and healthy educational environment that promotes the physical, social and psychological well-being of all students. All new employees and designated volunteers must receive a criminal background check prior to starting employment or a volunteer assignment with South Washington County Schools. An individual will be disqualified and prohibited from serving as an employee or volunteer if that individual has been found guilty or entered a plea of non-contender (no contest), regardless of the adjudication for any of the following disqualifying offenses:

### 1. Sex Offenses

- A. All Sex Offenses- Regardless of the amount of time since the offense
  - i. Examples: Child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

### 2. Felonies

- A. All Violent Felony Offenses- Regardless of the amount of time since the offense
  - i. Examples: Murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.
- B. All Felony Offenses, other than violent or sex within the past ten (10) years.
  - i. Examples: Drug offenses, theft, embezzlement, fraud, child endangerment, etc.

### 3. Misdemeanors

- A. All Violent Misdemeanor offenses within the past five (5) years, or multiple offenses within the past seven (7) years.
  - i. Examples: Simple drug possession, drunk and disorderly conduct, public intoxication, possession of drug paraphernalia, etc.
- B. Any other Misdemeanor offense within the past five (5) years that would be considered a potential danger to children, or is directly related to the functions of that employee or volunteer.
  - i. Examples: Contributing to the delinquency of a minor, providing alcohol to a minor, theft (if person is handling monies), etc.

The district reserves the discretion to consider factors and information, including whether the nature of the offense implicates a behavior that is contradictory to an individual's job description, when making employment decisions.

#### **Legal References:**

Minn. Stat. § 13.04, Subd. 4 (Inaccurate or Incomplete Data)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background Check Act)  
Minn. Stat. § 364.09(b) (Exception for School Districts)