



PORT TOWNSEND

School District

LEARNING THROUGH A SENSE OF PLACE

Superintendent
Dr. Linda Rosenbury

Board of Directors
Doug Ross, Chair
John Nowak
Jennifer James-Wilson
Nathanael O'Hara
Simon Little

Dear Volunteer,

Welcome to the Port Townsend School District and thank you for your interest in enriching our Students' education. The process is easy and will require a background check per RCW 28A.400.303.

All documentation and the Secured Volunteer Application (background check) are linked to the district's website @ ptschools.org / **For Families / Applications and Forms** – Volunteer section.

1) Please read the **Volunteer Staff Protocol & Policies**

- The protocol and policies review the expectation of Staff and Volunteers regarding appropriate and inappropriate behaviors in regard to student interactions.

2) Please read the **District Volunteer Handbook**

- This is an informational document about volunteering opportunities, expectations and responsibilities, school building procedures, and how to assist students.

3) Complete the **Secure Volunteer Application**

This is a 3rd party application (BIB-Background Investigation Bureau) that the district has contracted with to run the required background check. This a link to their website.

➤ Please click: **Volunteer Now!** button to start your application. The application only takes a few moments and it requires a small fee paid with a debit or credit card at the time of application.

Once approved, you will receive a Secured Volunteer card in the mail that is good for 2-years. You will present this card at the school building when you volunteer.

The district will also be notified of your approval and your name will be added to the authorized list of Volunteers that is updated weekly and is available to the building secretaries and the teachers.

If you are interested in volunteering time for Sports/Coaching, please complete the three items above and then contact the Athletic Director at the Port Townsend High School for further instructions.

If you have any questions, please contact the District Business Office @ (360) 680-5755.

Thank you for your time!