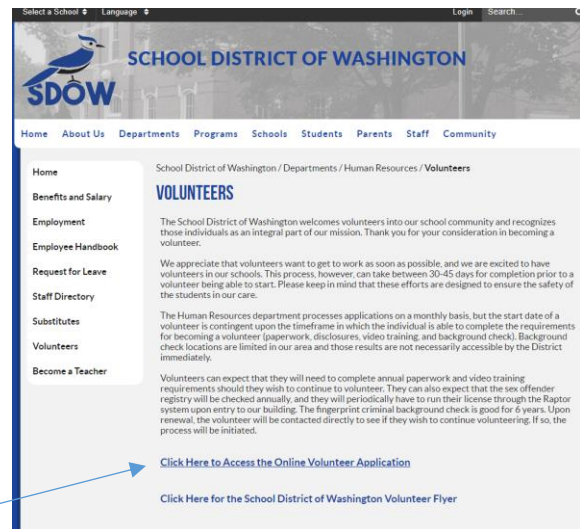


How to apply to be an approved volunteer with the School District of Washington

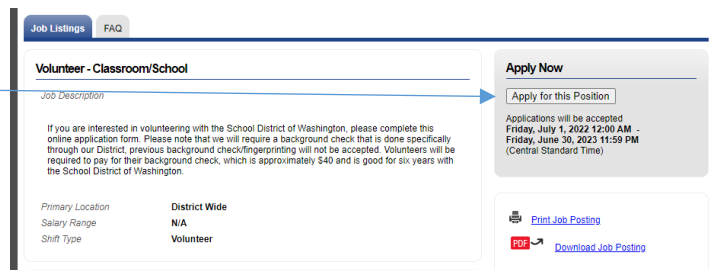
It is highly suggested to do these steps on a desktop or laptop computer, as some mobile devices (tablets, phones) are cumbersome to maneuver through some of the sites needed to complete this volunteer approval process.

Go to the district website and hover on "Parents", then click on "Volunteer"

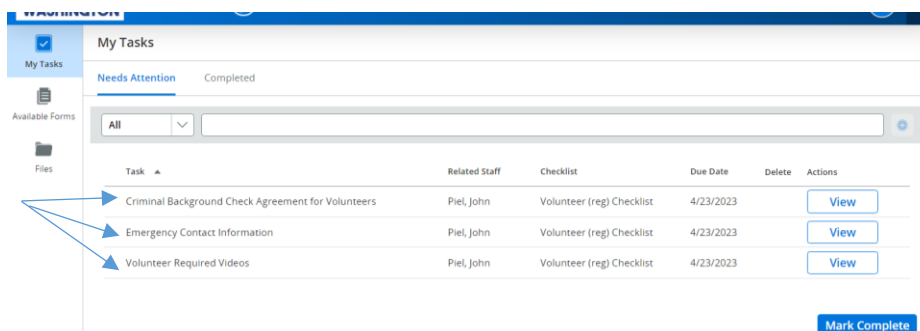


Then click on "Click Here to Access the Online Volunteer Application"

Then click "Apply for this Position."



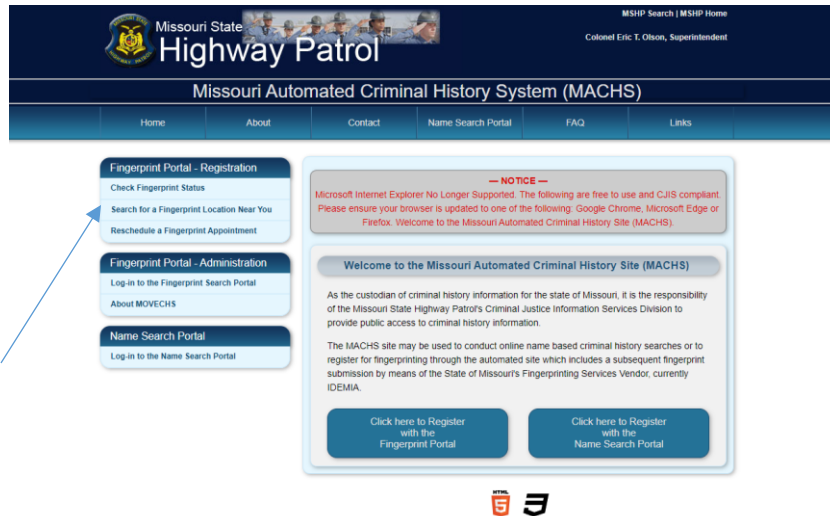
Once completed, you will be notified **by email** about your next steps. Please be vigilant in checking your email account! In a few days, an email will come from TalentEd which will have a link for you to access the district's "Records" system. Once logged into Records, there will be three (3) "tasks" to complete in your My Tasks list:



It is **extremely important** that you read carefully and thoroughly through the next few steps within each task of the Records-My Tasks process, or you may miss something important!!

On the “Criminal Background Check Agreement for Volunteers” form, click the VIEW button. Read and follow the steps *inside* this task. As a reminder, the 4-digit agency code for SDOW volunteers is **8783**. Be sure and get to the point where you can “SUBMIT” the final form. Once a task is submitted to HR, it is removed from *your* My Tasks list of things to complete. Here are some tips for this MACHS.mo.gov registration process to get your fingerprints completed:

Click on “Search for a Fingerprint Location Near You” to schedule your fingerprints.



The School District of Washington’s central office, located at 220 Locust Street, is a state-approved Idemia/Identigo fingerprint location. You can choose to register to get fingerprints done at this location on MACHS by using the 63090 ZIP code search feature. When you have finished registering for fingerprints, we recommend that - wherever you go for this service - **make an appointment** rather than “walk-in.” The district location is only available for fingerprints on **Tuesday and Thursday, from 9am-12pm; 1pm-3pm by appointment** (closed all federal holidays and school break/snow days). The cost of this service is up to \$41.75 and can take up to 30 days for approval. An approved Criminal Background Check with fingerprints will last 6 years.

Continue with completing the “Emergency Contact Information” task by clicking the “VIEW” button. Be sure and get to the point where you can “SUBMIT” the final form.

Finally, while you are waiting for your approval, please begin watching the videos that are required by the district, which links are given in the “Volunteer Required Videos” task from your My Tasks list. FYI, **you will have to watch these videos every year that you want to be an approved volunteer**. The videos will take approximately 2 ½ hours to complete. After watching the videos in the SafeSchools site, return to this task in your My Tasks list and initial where requested. Be sure and get to the point where you can “SUBMIT” the final form.

In summary: you must,

1. Apply for the position.
2. Register with MACHS and make an appointment for your fingerprints.
3. Watch the school district videos.

Once your background/fingerprints have been approved by the district and you have completed the videos, HR will also verify everything has been completed and will update the building secretary accordingly.

We greatly appreciate your willingness to volunteer for your child(ren)’s classrooms and/or field trips and value your time and effort in completing these required steps. The School District of Washington always seeks to have the safest learning environment for our students and following these steps help ensure that standard is met.