



MOUNT VERNON VOLUNTEER APPLICATION PROCESS

Thank you for your interest in serving as a
volunteer in our District.

STEP 1 – Access the system and REGISTER

- Copy & paste the following url address into your internet browser:
<https://mountvernonvolunteers.myschooldata.net>
- The online volunteer application will launch as shown below.
- **First time users, click the REGISTER button. If you already have an account in our Job Application System; enter the same email address and password when registering. The Update Application button will be used in the future when you renew your application.**



Quick Links

[How to Apply as a Volunteer](#)
[Job Application System](#)

Volunteer Application System

We are pleased you are interested in volunteer opportunities with our district. You are required to have an email address to utilize this system. If you do not currently have an email address you may obtain one by searching the internet for a free email address (e.g. hotmail.com, gmail.com, yahoo.com).

NEW USERS
 **Register**

EXISTING USERS
 **Update Application**

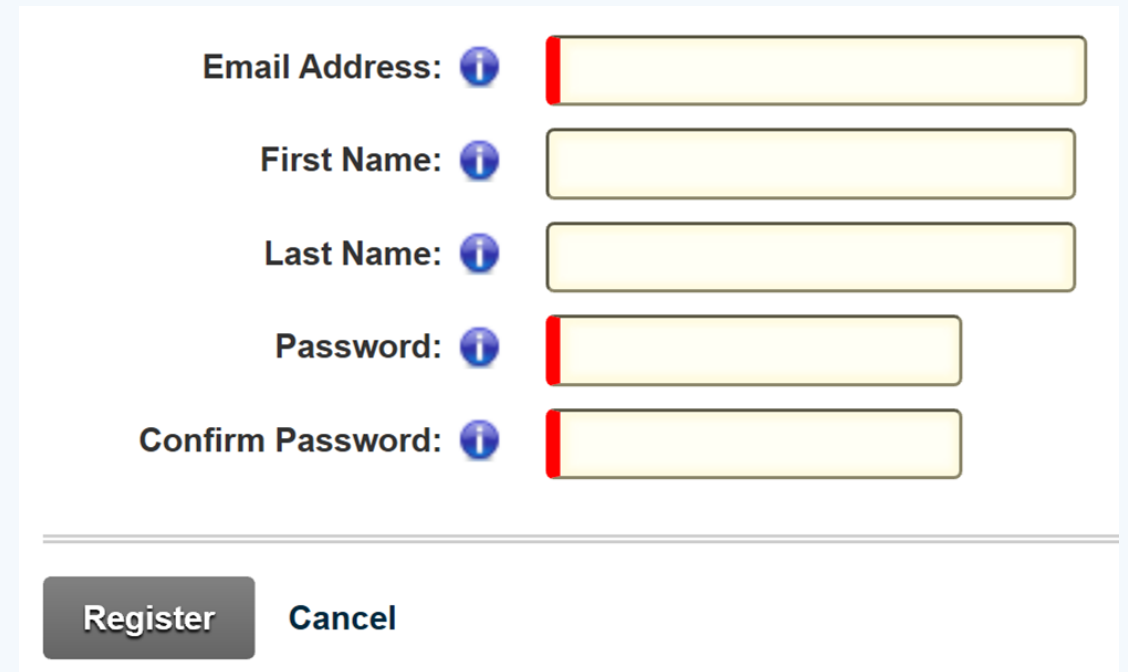
Translator: If you need to view this system in a different language and are using Google Chrome, you may right click and use the Translate to English option. Then click OPTIONS and select the language you wish to use.

NEED HELP?
Email to: volunteer@mvsd320.org
Phone: 360-428-6110
Office: 124 East Lawrence Street, Mount Vernon, WA 98273

NONDISCRIMINATION
The Mount Vernon School District does not discriminate in employment, programs, or activities on the basis of age, race, color, national origin, creed, religion, sex, sexual orientation, gender expression, gender identity, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability or use of a trained guide dog or service animal by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX/Civil Rights Compliance Coordinator, Bill Nutting, Assistant Superintendent, 124 E. Lawrence Street, Mount Vernon, WA 98273 (360)428-6110; Section 504/ADA Coordinator, Clint Carlton, Director of Special and Support Services, 920 S. Second Street, Mount Vernon, WA 98273, (360)428-6141.

Complete the REGISTER Process

- **Enter your email address.** Do not use an email address of an employee of the district unless you are that employee.
- **Enter your first name & last name.**
- **Enter your password and again to confirm.** Must be at least 8 characters long – no other rules.
- **Click REGISTER**

A registration form interface with five input fields: Email Address, First Name, Last Name, Password, and Confirm Password. Each field has a red vertical bar on the left and a blue information icon. Below the fields are two buttons: 'Register' and 'Cancel'.

Email Address: ⓘ

First Name: ⓘ

Last Name: ⓘ

Password: ⓘ

Confirm Password: ⓘ

Complete My Profile-Personal Info

- Add your middle name, Nickname or other last names you have been known as.
- Add your birthdate
- Select at least one volunteer interest type (School, Coach, Student Teacher or Minor Student)
- Click **NEXT** to proceed.

Review your information. Add your middle name, a nick name and any other Last Name you have been known by. Enter your birth date, used for a background check. Select an Interest type (you may select more than one). We have 4 volunteer types:

School Volunteer

Volunteer in school and classroom activities.

Coach Volunteer


Volunteer in athletic activities.


Long-Term Visitor/Intern Use this to submit an application for student teaching.


Minor Student Volunteer Students of Mount Vernon Schools, under the age of 18.


When finished, click  at the bottom to proceed.



New Volunteer

First Name  Jane

Middle Name 

Last Name  Doe

Email Primary  Jane.Doe@gmail.com

BirthDate  1/1/1975 


☒ School Volunteer


☐ Coach Volunteer

☐ Long-Term Visitor/Intern


☐ Minor Student Volunteer

User ID is

aka First Name 

Maiden or Other Names Used  Franklin

Change Password

NEXT 

My Profile – Contact Info


Click Add Address. Enter your address info and click SAVE.

Click Add Telephone Number. Enter your phone info and click SAVE.

You may add multiple address or phone records.


Click NEXT to proceed.

My Profile Information.

You are now in MY PROFILE. Complete each page as instructed. Then click the  at the bottom to go to the next page until you finish. You may click the  on the right for further help.

Address: You must enter at least one address.


Add Address


	Address 1	Address 2	City	State	Zip	
	1414 Fourth St		Hometown	Washington	98222	

Phone: You must enter at least one phone number.

Add Telephone Number

Phone Number Type	Phone Number	Extension		#
Home Phone	(222) 222-2222			

 GO BACK


NEXT 

My Profile – Disclosure

- Provide a response for each question.
- Click **YES** at the end to affirm your information and then enter today's date.
- Click **NEXT** to proceed.

Complete both sections: Criminal History Disclosure, and Affirmation.


CRIMINAL HISTORY
Complete each item. Any falsification or deliberate misrepresentation, including omission of a material fact will be grounds for denial of application.

1. Have you **ever** been convicted of a crime? (The term 'convicted' means all adverse dispositions, including a finding of guilty, a plea of guilty or nolo contendere, an Alford plea, a stipulation to the facts, a deferred or suspended sentence, or a deferred prosecution. Exclude civil infractions, such as minor traffic citations.) If YES, include an explanation of the nature of the crime, place, date, and court. 

☐ Yes ☒ No

Enter Comments


1500 of 1500 characters remaining

2. Have you **ever** been found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor? If YES explain below. 

☐ Yes ☒ No

Enter Comments


1500 of 1500 characters remaining

3. Have you **ever** been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor, or to have physically abused any minor? If YES explain below. 

☐ Yes ☒ No

Enter Comments


1500 of 1500 characters remaining

4. Have you **ever** been found in a disciplinary board decision to have sexually or physically abused any minor or developmentally disabled person, or to have abused or financially exploited any vulnerable adult? "Disciplinary board decision" means (a) any final decision by the director of the Dept of Licensing for real estate brokers and salespersons and (b) any final decision by a disciplinary authority under Chapter 18.130RCW or the Secretary of the Dept of Health 

☐ Yes ☒ No

Enter Comments

1500 of 1500 characters remaining

5. Are you presently charged with, but not convicted of, any of the crimes or offenses described in the questions above? If YES, explain below. 


☐ Yes ☒ No

Enter Comments


1500 of 1500 characters remaining


AFFIRMATION
An inquiry may be made to the Washington State Patrol, a Federal, or other law enforcement agency to verify your responses to the above inquiries.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.


Click YES, to affirm the information you have provided. 


☒ Yes

Enter today's date. Click the calendar to select a date or type in a date (m/d/yyyy). 

6/10/2019 

If you need assistance with this process please contact the Human Resources Department by email to xxxxx Thank you.

NEXT 



My Checklist

This checklist will vary depending on the type of volunteer interests you selected.

- **Click to complete each item**

- My Uploads
- Volunteer Orientation
- Volunteer Preferences
- Volunteer Requirements
- Volunteer Guidelines

As you finish an item it will be marked. ✓

Continue until all items are complete.

CLICK EACH ACTIVITY TO COMPLETE THAT CHECKLIST ITEM.

- ✗ --a required item that is not complete.
- ✓ --an item is complete.
- --an optional item.
- ☑ Click to view My Checklist on any page.
- ℹ Click to view HELP on any page.

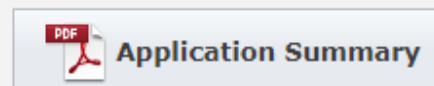
You are NOT approved to volunteer until you receive an email message from us and have a valid date shown to the right. That information will note if you are approved as a school and/or volunteer coach and the expiration date.

You may click the **Application Summary** button below to preview and print a report displaying information you have added to your application record. If the report does not appear, check for a pop-up blocker and allow pop-ups from this site.

Activity	Status	Date
My Uploads	✗	7/17/2019
Volunteer Orientation	✗	7/12/2019
Volunteer Preferences	✗	7/12/2019
Volunteer Requirements	✗	7/12/2019
Volunteer Guidelines	✗	7/12/2019

Event	Date
No data to display	

Your Current Status is ⓘ **Incomplete**



School Volunteers

In **My Checklist**, you will complete these activities:

Activity	Notes
My Uploads	Upload your ID (Driver's License, WA State ID, US Passport)
Volunteer Orientation	Click the Link and read our volunteer orientation information. This is very important material.
Volunteer Preferences	Indicate your choice of school & activities and provide emergency contact information.
Volunteer Requirements	Read this information carefully.
Volunteer Guidelines	Read this information carefully.

If you encounter issues uploading documents, you may bring them to our district office to be copied and uploaded.

Coach Volunteers

In **My Checklist**, you will complete these several activities as volunteer coaches are regulated by the WIAA.

Activity	Notes
My Uploads	Upload your ID (Driver's License, WA State ID, US Passport); CPR/First Aid Card; Completion of Training Documents (certificate of completion)
Volunteer Coach Training	Click the course link and complete "Concussions in Sports" and "Sudden Cardiac Arrest". These required courses are free.
Volunteer Coach Preferences	Indicate your volunteer coach preferences by grade level and/or activity.
Volunteer Orientation	Click the link and read our volunteer orientation information. This is very important material.
Volunteer Coach Fitness-Character Form	Required by state law – please respond to each question.
Volunteer Requirements	Read this information carefully.
Volunteer Guidelines	Read this information carefully.

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Long-Term Visitor/Interns

In **My Checklist**, you will complete these activities:

Activity	Notes
My Uploads	<ol style="list-style-type: none">1. Upload your ID (Driver's License, WA State ID or US Passport)2. School Request form3. MMR Immunization Record document
Long-Term Visitor/Intern Requirements	Read this information carefully. You will be required to click a link to open the School Request Form. Print the form, complete all fields, sign, date and upload the completed form to My Uploads.
Volunteer Orientation	Click the Link and read our volunteer orientation information. This is very important material.

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Minor Student Volunteers

For students of Mount Vernon, under the age of 18

In **My Checklist**, you will complete these activities:

Activity	Notes
My Uploads	<ol style="list-style-type: none">1. Upload your ID (WA State ID, Student ID, US Passport or other current photo ID)2. Minor Student Permission Form
Minor Student Permission Form	Read this information carefully. You will be required to click a link to open a form. Print form, complete all fields, sign (parental signature required), date and upload the completed form to My Uploads.
Volunteer Orientation	Click the Link and read our volunteer orientation information. This is very important material.

If you encounter issues uploading documents you may bring them to our district office to be copied and uploaded.

What is Next?

- Once your application status is Complete, our Volunteer Office will review your materials, including the required Washington State Patrol background check. This can take 5-7 days so **be sure to complete your application in advance of the date you wish to begin volunteering.**
- **When a decision is made you will receive an email notification of your status. You cannot volunteer or participate as a student teacher in any activity until this notice is received.**
- **Approvals for volunteers are valid for two (2) school years. Approvals for student teachers are based on a specific assignment.** Approved volunteers will receive an email notice to renew. Be sure to update your email address in the system if it changes.
- Need help? Email us: volunteer@mvsd320.org

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