



Garfield High School Volunteer Checklist

Thank you for volunteering at Garfield High School! Below please find a checklist of the steps to be completed prior to volunteering (all forms are attached). Additional information, the Volunteer Handbook, and links to the forms can be found at: <http://tiny.cc/Volunteer-GHS>.

- **Complete** Volunteer Application Packet (4 pages). This includes permission to run a background check. (Done annually)
- Please **attach a copy** of your license or other photo ID.
- **View** Adult Sexual Misconduct Prevention Online Training Course and print certificate. The video can be found here: <http://tiny.cc/asmmps>. This only needs to be done once.

Please Note: All forms must be completed annually, but the video only needs to be viewed once.

Attention Field Trip Chaperones

Day Trips: Please submit paperwork no later than **one week** in advance of the trip.

Overnight Trips: Please submit paperwork no later than **two weeks** in advance of the trip.

In addition to the volunteer paperwork, all Chaperones must sign the **Guidelines for Volunteer Chaperones** found on the **SPS Field Trip Procedures Page**: <http://tiny.cc/SPSFieldTripProcedures>.

Please note: there are different forms for daytrip and overnight trips.

If you have any questions, please contact Martha Layzer, Volunteer Coordinator, at 206-252-2400 or mmlayzer@seattleschools.org.