

Lelooska Foundation

Volunteer Policy

As a non-profit, we value the safety of the people whom we serve and our employees and volunteers. We want to take prudent measures to attempt to safeguard people and assets from potential harm.

Therefore, the Lelooska Foundation has implemented a policy on background checks and an application form for volunteers.

If a record of criminal convictions is found, the volunteer will be given a copy of the criminal history report and asked if it is accurate prior to any final decision. If the volunteer disagrees with the accuracy of the report, the volunteer may choose to provide other information about his/her criminal history that may be helpful in understanding the circumstances of what occurred. As a rule, volunteers will be precluded from service if the background check shows a court imposed penalty for a violent crime, sex crime, financial crime or drug crime within the past 7 years. However, the final decision about volunteer service will be made by the President of the Lelooska Foundation in consultation with the Board of Directors, and when necessary, legal counsel.

Background checks do not need to be conducted on volunteers who are under 18 years of age since criminal records are not available for juveniles.

The privacy of the information obtained by the Lelooska Foundation through the background check will be respected. Your information is confidential and will only be shared with Lelooska Foundation staff members who have a need to know.

All volunteers must complete the 2 page volunteer application regardless of the position desired. Volunteers that indicate a desire to work in-depth and with greater access may be asked to complete our full Volunteer Application.

All volunteers are required to sign a confidentiality agreement.

All positions require a background check with the Washington State Patrol. Applications must be received 2 weeks prior to the desired start date.

Volunteers will not be issued keys unless they serve in an additional role for our organization as Staff or Contractor that requires such access. All keys issued are required to be signed out on our Key Checkout Form.

Volunteers must attend a mandatory interview and orientation and may not represent the Lelooska Foundation in any capacity until this is completed.

Once completed, when representing the Lelooska Foundation at our events or on our grounds, volunteers may only represent the Lelooska Foundation, and no other entities or organizations without written consent from our Board of Directors.

I have read and understand the above policy.

Signature: _____ Name: _____ Date: _____

Lelooska Foundation does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, physical or mental ability, veteran status, military obligations, and marital status.