

FAQ on new BSD Volunteer System

The old VIBES volunteer application system has been replaced with a new online approval system *for adult volunteers and mentors* as of summer 2018. Below are questions and answers that can help you navigate the process for approval to become a volunteer at any BSD school. Furthermore, the “VIBES” name has been replaced with “Bellevue School District’s Mentor and Volunteer Program”. Each school will manage its own volunteers and the central office will manage mentors.

Verified Volunteers – Background Check For Adult Volunteers

The Bellevue School District contracts with Verified Volunteers to provide online background checks. All volunteer opportunities *for adults* in the Bellevue School District require a background check. You will be directed to create a Verified Volunteers account and submit to a background check during the signup process as a volunteer.

Verified Volunteers takes up to 48 hours to complete a background check, with a follow up email confirming your background has been cleared. If there are any concerns or questions with your background check from the district, our Human Resource department will follow up.

Once cleared as eligible through Verified Volunteers, you can share your background clearance with multiple volunteer options (such as non-parent & activities volunteers, and mentors) in the district, and other participating organizations that also use Verified Volunteers.

Bellevue School District renewal of background check is every three years, at which point you will receive a notice to resubmit to a background check to continue volunteering with BSD.

Upon visiting school buildings or school-sponsored activities to volunteer, you will sign in as a guest. Have your Verified Volunteers background clearance available by having a print out of the Verified Volunteers Badge or your Verified Volunteers account available on a mobile device. School building Office Managers will also be able to access an online database to verify your background clearance.

Will it cost me anything to apply to Verified Volunteers to submit to a background check?

No. There is a cost for the background check which the Bellevue School District will pay the cost. Volunteers do have the option to pay the background check to defray the costs from the district, which is entirely optional.

I have been approved by the VIBES system in the past three years, do I need to complete the new BSD online volunteer form and get a background clearance again?

If you are a parent or guardian who has been cleared in the past three years, NO. You do not need to get cleared again as the school has a record of your background check.

I have children at multiple schools, do I have to apply for each school?

You do not need to apply again to Verified Volunteers if you have already cleared in the past three years. Your background check date is associated with all of your children once you submit one of their Student ID numbers, so there is no need to submit multiple requests.

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I no longer have children in the Bellevue School District, can I still volunteer?

Yes. You can complete the Non-Parent Volunteers Application.

As a PTSA Board Volunteers coordinator, how do I know if a potential volunteer is approved for volunteering?

Please check with the Office Manager to see if a volunteer is cleared for volunteering. As a PTSA Board member or volunteer coordinator, it is the responsibility of the PTSA Board to make sure all candidate volunteers have completed the Volunteers application before accepting help from those individuals.

Can volunteers apply without social security numbers for the background check?

Adults without a social security number interested in volunteering will need to contact Randy Nuñez, Mentor and Volunteer Program Coordinator NunezR@bsd405.org

High School Student Background Check

School-sponsored opportunities for students, such as tutoring, school events, etc. must be under the supervision of school building staff, and *do not require a background check*. All volunteer opportunities and assignments for students will be directed by the school. To volunteer on an overnight trip, or when a staff person won't be present, please complete the following step.

Request a background check disclosure form (no online form available, hard copy only), which requires a parent signature. A staff person or student may request a background check disclosure form for minors by emailing Karen Wherlock, Mentor and Volunteer Specialist, WherlockK@bsd405.org.

Parent/Guardian Volunteer

Parents and Guardians are identified as those listed with the Bellevue School District along with your student(s) in Synergy.

What is the role of Parent/Guardian Volunteers?

Parents and Guardians who want to volunteer at their child's school can do so in a variety of school-sponsored activities and events that include chaperoning for field trips, classroom support, after-school events & activities, tutoring, etc. The school where you volunteer will instruct you about your responsibilities as a volunteer.

What are the steps for a Parent/Guardian Volunteer?

Your personal information is already listed in Synergy as a Parent/Guardian, and your only step to signup online is to complete the Verified Volunteers background check. Once cleared, you may begin your volunteering as guided by the school, which includes signing in at the main office at the beginning of your visit.

Non-Parent/Guardian Volunteer

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Non-Parent/Guardian Volunteers include adults who do not have children actively enrolled in the Bellevue School District, or a parent who wishes to volunteer at a school building that does not have their child enrolled.

What is the role of non-Parent/Guardian Volunteers?

Non-Parent/Guardians who want to volunteer at a school building can do so in a variety of school-sponsored activities and events, including chaperoning field trips, classroom support, after-school events and activities, tutoring, etc. Responsibilities of volunteering will be directed by the school where plan to volunteer. School buildings provide volunteer opportunities based on need and assign volunteers at their discretion.

What are the steps for a non-Parent/Guardian Volunteer?

Prospective non-Parent/Guardians Volunteers will first submit an online Parent/Guardian Volunteer Application. Upon submitting the application, you will receive a Verified Volunteers email to create an account and submit to a background check. Verified Volunteers takes up to 48 hours to run a background check, you will receive an email confirming your background has cleared. If your background does not clear, the BSD Human Resource Department will follow up.

If you have already identified a volunteer opportunity with a school district staff, you may follow up with them for the volunteer assignment. If you do not have a volunteer opportunity identified, nor a school building contact, email NunezR@bsd405.org

Mentor

Mentors are adults who are interested in working one-on-one with a student for social-emotional, academic, and leadership growth.

What is the role of Mentors?

The role of mentors includes regular one-on-one meetings with a student, with an academic one-year commitment. On-going mentorship development with the Bellevue School District is available and mentors will be strongly encouraged to participate.

What are the steps to become a Mentor?

Prospective Mentors will first submit an online Mentor Volunteer Application. Upon submitting the application, you will receive a Verified Volunteers email to create an account and submit to a background check. Verified Volunteers takes up to 48 hours to run a background check, you will receive an email confirming your background has cleared. If your background does not clear, the BSD Human Resource Department will follow up.

Dr. Randy Nuñez, Mentor and Volunteer Program Coordinator will follow up with an orientation and matching with student. If you have further questions about the mentor program, contact NunezR@bsd405.org

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Partner Organization Volunteer

Partner Organization Volunteers have an established agreement with the Bellevue School District to serve our students. Our Partner Organizations include Big Brothers Big Sisters, Boys and Girls Clubs of Bellevue, Rainier Athletes, Microsoft TEALS, and university/college students serving as AVID Coaches.

What is the role of Partner Organization Volunteers?

Partner-Organization Volunteers' responsibilities will be outlined by the partner organization, and school building protocols will be followed, as oriented by the partner organizations.

What are the steps for a Partner Organization Volunteer?

Once you have followed your organization's process to sign up as a volunteer, you can begin your process as a volunteer with the Bellevue School District. Partner Organization Volunteers will first submit an online Partner Organization Volunteer Application. Upon submitting the application, you will receive a Verified Volunteers email to create an account and submit to a background check. Verified Volunteers takes up to 48 hours to run a background check, you will receive an email confirming your background has cleared, and you can begin volunteering through your organization. If your background does not clear, the BSD Human Resource Department will follow up.