



Richland School District

615 Snow Avenue 509-967-6000 Fax 509-942-2401 www.rsd.edu

Dear Richland School District Volunteer:

In accordance with RCW 43.43.830 (Regulatory Code of Washington), Richland School District is required to register all volunteers and perform a background check through the Washington State Patrol. Enclosed is an application and disclosure statement we are requesting you complete.

We have attempted to minimize the required paperwork and please be assured all information supplied will be kept confidential. The Volunteer Disclosure Statement and Washington State Patrol Background check are documents that all volunteers must complete.

Please return the completed application to either the school building secretary where you volunteer or to the Richland School District Administration building receptionist at 615 Snow Avenue, Richland, WA 99352.

We appreciate your cooperation with the above procedures which will assist us to ensure children in Richland schools are always safe. We also thank you for your time and efforts as a volunteer in the Richland School District. Your contribution is truly appreciated!

If you have any questions, please call.

Sincerely,

John Steach
Executive Director
Human Resource Services