



**OIC**  
of Washington

## Volunteer Application Instructions

Dear Volunteer,

Thank you for your interest in Volunteering with OIC of Washington. Our volunteers are caring individuals who give back to the community by offering their time.

How to get Started:

- Complete a Volunteer Application
- Ensure to sign, date, writing is legible, and correct information has been provided
- Complete the OIC of WA Background Check Authority for Release of Information sign and date (if you are under the age of 18 the signature of a parent or guardian is required)
- The Washington Access to Criminal History brochure is yours to keep
- Provide a copy of one of the following items; State Identification, State Driver's License, or Student ID card
- Provide court order documents (if applicable)
- Incomplete applications will **not be accepted**

Once we have received a fully completed Volunteer Application our Administrative Receptionist will send you an email that will contain the following items for your review and sign.

- OIC of Washington Presentation
- Equal Opportunity is the Law
- Rights and Grievance
- Client Confidentiality Statement
- Civil Rights Acknowledgement Form\*\*

**\*\*Included in the email will be a link to the Civil Rights video, part of the volunteer process is to watch the video and sign off on the acknowledgment form, this is a requirement for all of our volunteers.**

You are required to email us or drop off the above signed and dated forms, when emailing us the forms please **“reply all”** to the email.

Once they have been received, you have been successfully cleared to Volunteer at OIC of Washington and will receive a phone call or email from our Administrative Receptionist to notify you of when you can start Volunteering. Thank you for Volunteering with us!!!

Contact Information:

Brianna Cervantes  
Administrative Receptionist  
509-457-2909