



HCA Volunteer Information

We glorify God together by equipping students to pursue Jesus and His purpose for their lives.

FAITH • LOVE • UNITY • INTEGRITY • DILIGENCE

HERITAGE
CHRISTIAN ACADEMY

Your volunteering journey begins here....

Welcome to volunteering at HCA! We love our volunteers, and we couldn't do what we do without you!

Volunteer Checklist:

- Watch the volunteer training video (email volunteer@hcabothell.org to receive the training video).
- Complete and submit the included volunteer application form.
- Complete and submit a Washington State Patrol background check form. This check needs to be performed every two years.
- Meet with an administrative assistant to be registered in our Raptor visitor system.

Thank you for your desire to serve our students, staff, and families! Our volunteer support is invaluable to helping us fulfill our mission!

We love our volunteers!





HCA Volunteer Policies

Application form: Volunteers should complete and submit the HCA volunteer application form.

Background checks: The school must have a current Washington State Patrol background check on file for every volunteer. These background checks must be renewed every two years. Volunteers must also submit valid identification to be verified in our Raptor visitor system.

Volunteer Training: Volunteers need watch our volunteer training video. Please email volunteer@hcabothell.org to receive the training video. Please include the name and grade of your student(s).

Volunteer Sign-in and Sign-out: Volunteers must sign-in at the main office and receive a nametag before each volunteer session. They must sign-out prior to exiting the campus.

Wellness policy: Volunteers must follow our student and staff wellness policy. Please stay home if you are not feeling well or have any of the following symptoms: fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea. Please contact our school nurse with any questions. (nurse@hcabothell.org)

Absence notification: We ask that volunteers notify the office, volunteer coordinator, or classroom teacher as soon as possible if they are unable to attend a scheduled volunteer session.

Cell Phones: No cell phone use while volunteering unless it is for an emergency.

Social Media: Please do not post any comments or pictures of events or kids on social media, there are kids on campus that come from sensitive situations.

Be Alert: You are our EYES and EARS! If you see or hear something, say something to your supervisor or an administrator.

Questions? Email volunteer@hcabothell.org.

HCA Volunteer Application



Name: _____

Phone: _____

Email: _____

Text ok? yes no

Association with Heritage:

- Parent/Legal guardian Student name(s): _____
- Grandparent
- Other relative of student: _____
- CrossPointe member/attender
- Other: _____

Volunteer interests:

Availability (times/days of week):

Checklist (for office use only)

- WSP (Date of check: _____)
- Raptor system
- Volunteer training (Date: _____)

HERITAGE

CHRISTIAN ACADEMY

19527 104th Ave NE, Bothell, WA 98011
(425) 485-2585

Parent Volunteer Training Acknowledgement 2024-2025

Please print, sign, and return this form to the HCA Front Desk prior to any volunteering.

I, _____, acknowledge that I have received, read, and understood the **Heritage Christian Academy Parent Volunteer Slideshow Presentation** in order to qualify myself as a parent volunteer.

I am aware of the responsibilities, guidelines, and expectations outlined in the presentation. I commit to adhering to these guidelines and fulfilling my role as a parent volunteer to the best of my abilities.

Signature: _____

Date: _____