



## Bethel Recreation Association

21818 38th Ave E; Spanaway, WA 98387

PO Box 4250 Spanaway, WA 98387

[bethelrecinfo@bethelrec.org](mailto:bethelrecinfo@bethelrec.org)

(253) 800-4301

### BETHEL RECREATION EMPLOYMENT CHECKLIST

(Employment packets and identification may be scanned, emailed, mailed, or dropped off in our office)

8:30am to 3:30pm

#### MINORS

(Also for 18yr olds currently in high school)

##### ONLINE

(Bethel Rec Website)

[bethelrec.org](http://bethelrec.org)

[MINOR Application](#)

Sport Program Survey (link will be on Bethel Rec under "Employment" tab)

[Bethel Rec-Employment-Employment Application-Step 1](#)

##### PAPER PACKET

[Minor Employee Paper Packet](#)

[W-4](#)

[I-9 Form](#)

[Parent/School Authorization](#)

Employment Acknowledgement

##### IDENTIFICATION

ID's: (2) Forms of Identification to Office (copy only)

ASB Card, Drivers License, State License, or Passport

Social Security Card, Birth Certificate, or Passport

##### REGISTER ACCOUNTS

[BVAS](#) (Bethel Volunteer Application System)

Under "My Profile," fill out. Scroll to "Select Interest"

Select Current Bethel Student and Bethel Rec K-6

[NFHS](#) (National Federation of State High School Assoc)

##### NFHS TRAINING

[Certificate Links](#)

[Concussion in Sports Certificate](#)

[Sudden Cardiac Arrest Certificate](#)



##### BETHEL VOLUNTEER APPLICATION SYSTEM UPLOADS

[BVAS](#) Uploads

(Go to "My Checklist." Select doc circles and upload docs)

Current ID

Parent Permission

Concussion Certificate

Sudden Cardiac Arrest Certificate



#### ADULTS

(18 and over NOT in high school)

##### ONLINE

(Bethel Rec Website)

[bethelrec.org](http://bethelrec.org)

[ADULT Application](#)

Sport Program Survey (link will be on Bethel Rec under "Employment" tab)

[Bethel Rec-Employment-Employment Application-Step 1](#)

##### PAPER PACKET

[Adult Employee Paper Packet](#)

[W-4](#)

[I-9 Form](#)

Employment Acknowledgement

##### IDENTIFICATION

ID's: (2) Forms of Identification to Office (copy only)

Drivers License, State License, or Passport

Social Security Card, Birth Certificate, or Passport

##### REGISTER ACCOUNTS

[BVAS](#) (Bethel Volunteer Application System)

Under "My Profile," fill out. Scroll to "Select Interest"

Select Adult Volunteer (18 and Over) and Bethel Rec K-6

[NFHS](#) (National Federation of State High School Assoc)

[National Background \(BIB\)](#)

##### NFHS TRAINING

[Certificate Links](#)

[Concussion in Sports Certificate](#)

[Sudden Cardiac Arrest](#)



##### BETHEL VOLUNTEER APPLICATION SYSTEM UPLOADS

[BVAS](#) Uploads

(Go to "My Checklist." Select doc circles and upload docs)

Current ID

Concussion Certificate

Sudden Cardiac Arrest Certificate



##### FINGERPRINTS

Fingerprints

[Fingerprints](#)

CONTACT INFORMATION	
<p>Jolie Moxley Bethel Rec Director (253) 800-4304 <a href="mailto:jmoxley@bethelsd.org">jmoxley@bethelsd.org</a></p> <p></p>	<p>Pamula Cox Bethel Rec Secretary (253) 800-4301 <a href="mailto:pcox@bethelsd.org">pcox@bethelsd.org</a></p> <p></p>

**Employee's Withholding Certificate**

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.

Give Form W-4 to your employer.

Your withholding is subject to review by the IRS.

**2026****Step 1:  
Enter  
Personal  
Information**

(a) First name and middle initial	Last name	(b) Social security number
Address		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> .
City or town, state, and ZIP code		
(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		
<b>Caution:</b> To claim certain credits or deductions on your tax return, you (and/or your spouse if married filing jointly) are required to have a social security number valid for employment. See page 2 for more information.		

**TIP:** Consider using the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to determine the most accurate withholding for the rest of the year if you: are completing this form after the beginning of the year; expect to work only part of the year; or have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.

**Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5.** See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App).

**Step 2:  
Multiple Jobs  
or Spouse  
Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

- (a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for the most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; **or**
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **or**
- (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than Step 2(b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, Step 2(b) is more accurate . . . . .

**Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs.** Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

**Step 3:  
Claim  
Dependent  
and Other  
Credits**

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

- (a) Multiply the number of qualifying children under age 17 by \$2,200 . . . . .
- (b) Multiply the number of other dependents by \$500 . . . . .

3(a)	\$
3(b)	\$

Add the amounts from Steps 3(a) and 3(b), plus the amount for other credits. Enter the total here . . . . .

3

\$

**Step 4:  
Other  
Adjustments**

- (a) **Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . .

4(a)

\$

- (b) **Deductions.** Use the Deductions Worksheet on page 4 to determine the amount of deductions you may claim, which will reduce your withholding. (If you skip this line, your withholding will be based on the standard deduction.) Enter the result here . . . . .

4(b)

\$

- (c) **Extra withholding.** Enter any additional tax you want withheld each **pay period** . . . . .

4(c)

\$

Exempt from  
withholding

I claim exemption from withholding for 2026, and I certify that I meet **both** of the conditions for exemption for 2026. See *Exemption from withholding* on page 2. I understand I will need to submit a new Form W-4 for 2027 . . .

**Step 5:  
Sign  
Here**

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.)

Date

**Employers  
Only**

Employer's name and address

First date of  
employmentEmployer identification  
number (EIN)



# Employment Eligibility Verification

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS

Form I-9

OMB No.1615-0047

Expires 05/31/2027

**START HERE:** Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#).

**ANTI-DISCRIMINATION NOTICE:** All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

**Section 1. Employee Information and Attestation:** Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)	First Name (Given Name)	Middle Initial (if any)	Other Last Names Used (if any)						
Address (Street Number and Name)		Apt. Number (if any)	City or Town	State ZIP Code					
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's Email Address		Employee's Telephone Number					
<p>I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.</p>		<p>Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):</p> <p><input type="checkbox"/> 1. A citizen of the United States</p> <p><input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.)</p> <p><input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)</p> <p><input type="checkbox"/> 4. An alien authorized to work until (exp. date, if any)</p> <p>If you check Item Number 4., enter one of these:</p> <table border="1"><tr><td>USCIS A-Number</td><td>OR</td><td>Form I-94 Admission Number</td><td>OR</td><td>Foreign Passport Number and Country of Issuance</td></tr></table>			USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance
USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance					
Signature of Employee		Today's Date (mm/dd/yyyy)							

If a preparer and/or translator assisted you in completing Section 1, that person **MUST** complete the [Preparer and/or Translator Certification](#) on Page 3.

**Section 2. Employer Review and Verification:** Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

List A		OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)			Additional Information		
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Check here if you used an alternative procedure authorized by DHS to examine documents.					
Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.				First Day of Employment (mm/dd/yyyy):	
Last Name, First Name and Title of Employer or Authorized Representative			Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)
Employer's Business or Organization Name		Employer's Business or Organization Address, City or Town, State, ZIP Code			

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.



# BETHEL RECREATION ASSOCIATION

## EMPLOYMENT POLICY

Updated January, 2024

*(This is a condensed version. The full employee handbook will be provided upon request)*

### **~ OUR MISSION IS ~**

*Provide opportunity, facilities, and leadership for the youth of Bethel School District and those that reside in its boundaries. To play in safe, organized leagues during the Bethel School District year. To promote safety, good sportsmanship and fair play.*

#### **101: Nature of Employment**

All employees of Bethel Recreation are employed on an at-will basis. Any employee who wishes to do so may terminate his or her employment at any time, with or without notice, and with or without cause. Similarly, Bethel Recreation may terminate the employment of any employee at any time, also with or without notice and with or without cause. No one other than the Board of Directors has the authority to change the at-will relationship, and the Board can only agree to such a change in writing, signed by the President, and directed to you personally.

#### **103: Employment of Minors**

Bethel Recreation strictly adheres to the Dept of Labor & Industries child labor laws in regards to the employment of minors. The minimum age of employment is 14 years of age. Bethel Recreation requires the minor obtain a Parent/School Authorization Form, proof of minors age prior to employment. Teens working as sports team referees and umpires are covered under our workers compensation, wage and hourly regulations.

## **COMPENSATION POLICIES**

#### **401: Timekeeping**

All employees must accurately record the hours/games they work on a daily basis on a Bethel Recreation timesheet. The timesheet must be signed and turned in to the Supervisor.

#### **402: Paydays**

All employees are paid monthly on the 8<sup>th</sup> of each month. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Mandatory withholding as required by law will be taken from gross wages.

If a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the next day of work before the regularly scheduled payday.

#### **404 Payroll**

All employees are responsible for any stop pay fees incurred with re-issuing lost, misplaced or stolen checks. A new check will not be re-issued until the employee has paid stop pay fees to Bethel Recreation.

#### **504: Use of Mobile Communication Devices**

Cellular telephones and similar electronic communication devices are a distraction while working. Telephone calls during regular work hours may interfere with employee efficiency and safety while performing your job. And they can also be a distraction to other employees around you.

#### **505: Attendance and Punctuality**

Employees who will be tardy or absent from work must notify the Director/Supervisor by 9 a.m. on that day.

## **EMPLOYEE CONDUCT & DISCIPLINARY ACTION**

#### **601: Alcohol and Drug-Free Workplace**

It is the policy of Bethel Recreation not to employ persons who use or traffic in illegal drugs, marijuana or who abuse prescription drugs or alcohol. It is a violation of Bethel Recreation's position on drugs and alcohol for an employee to:

Operate any vehicle in the course of employment while under the influence of drugs, marijuana or alcohol.

1. Be in possession of illegal drugs or marijuana while on the premises or on duty.
2. Sell or distribute illegal drugs or marijuana on or off the job.
3. Work while under the influence of drugs, marijuana or alcohol or with illegal drugs in one's system.

Employees are expected and required to report for work on time and in appropriate mental and physical condition for work. Bethel Recreation reserves the right to test employees for drug or alcohol impairment on a random basis or based on a reasonable suspicion that an employee is impaired. Violations of this policy will result in appropriate discipline, up to and including discharge.

#### **604: Job-Related Injuries**

Employees who sustain work-related injuries or illnesses must inform the Director immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported within 24 hours of its occurrence to management. This will enable an eligible employee to qualify for coverage as quickly as possible.

## **605: Performance on the Job**

You are expected to do the very best job you can on every assignment you are given. This means getting it done on time and getting it done right. It also means taking care of all the details surrounding the assignment so that others don't have to pick up the loose ends. It also means using good judgment and asking questions you may have. You are also expected to work cooperatively with your supervisors and co-workers.

## **606: Dress Code**

Bethel recreation encourages employees to dress comfortable, with consideration given to maintaining a professional appearance. Appropriate attire should be worn at all times in keeping with commonly recognized standards.

## **607: Personal Conduct Policy**

All employees are expected to follow the rules and regulations of Bethel Recreation. Although Bethel Recreation has established an "at will" relationship with its employees, in certain instances Bethel Recreation may apply, in its sole discretion, some sort of progressive discipline. The following list, which is neither complete nor exhaustive, contains examples of some but not all of the conduct which is prohibited. Such conduct is prohibited regardless of whether it occurs on the premises or in conjunction with work assignments a Bethel Recreation. The following actions may result in discipline, up to and including discharge. This list in no way constitutes a limitation of the right or ability of Bethel Recreation to terminate employees for any reason at any time, with or without notice.

1. Reckless conduct that endangers the safety of other employees.
2. Violating any safety instructions or rules established by Bethel Recreation.
3. Negligent or willful defacing, misuse, or destruction of company equipment or facilities.
4. Theft of any property belonging to Bethel Recreation or any employee of Bethel Recreation.
5. Excessive tardiness, failure to report to your supervisor, or absence from work without permission or notification is prohibited.
6. Violation of anti-harassment or non-discrimination policies.
7. Use or possession of illegal drugs or controlled substances or weapons in the course of employment.
8. Dishonesty or falsification of time records, accident reports, or any other company records.
9. Supplying false or misleading information at any time during your employment.
10. Engaging in unethical, immoral, illegal conduct.
11. Refusal or failure to perform assigned work, to follow a supervisor's instructions, or any act of insubordination.
12. Engaging in any act of discourteous conduct, using abusive language, rudeness, or similar act of insubordination.
13. Uttering, publishing, or distributing false, vicious, or malicious statements concerning or any of its employees.
14. Excessive personal telephone calls.
15. Violation of any policies or procedures contained in this Employee Handbook.

Violation of any of these policies could lead to immediate dismissal. In some cases, however, Bethel Recreation, in its sole discretion, may decide that corrective action should be utilized before termination in order to assist an employee who exhibits inappropriate conduct or behavior, inadequate performance, or who fails in any way to meet the company's standards. Employees should not expect that they have a right to a certain number of disciplinary measures prior to termination or to any progression of discipline.

## **608: Employment Termination**

We hope to retain good employees. However, employment at Bethel Recreation is for no specified period of time, regardless of length of service. Just as you are free to leave for any reason, we reserve the same right to end our relationship with you at any time, with or without notice, for any reason not prohibited by law. Bethel Recreation asks that each employee give at least two week's notice before voluntarily terminating employment.

## **EMPLOYEE ACKNOWLEDGEMENT FORM**

The employee handbook describes important information about Bethel Recreation Association, and I understand that I should consult the Director regarding any questions not answered in the handbook. I have entered into my employment relationship with Bethel Recreation voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I, or Bethel Recreation can terminate the relationship at will, with or without cause, at any time.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, and that Bethel Recreation's policy of employment-at-will may only be changed through a writing signed by the President of the Board of Directors. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Directors has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is not a contract of employment. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

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Employee Name (Print)

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Employee Signature

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Date



Employment Standards Program  
PO Box 44510  
Olympia WA 98504-4510

Phone: 866-219-7321  
Fax: 360-902-5300  
Email: [TeenSafety@Lni.wa.gov](mailto:TeenSafety@Lni.wa.gov)  
Web: [www.Lni.wa.gov/TeenWorkers](http://www.Lni.wa.gov/TeenWorkers)

## Parent/School Authorization

For parents or legal guardians and school officials to indicate approval for a minor employee to work accordingly to the terms listed by the employer and within the limits of child labor regulations.

### This is not a Minor Work Permit

Employers must have a Minor Work Permit endorsement on their Business License for each work location where minors are employed and renew it each year. To apply, go to: <http://bls.dor.wa.gov/minorworkpermit.aspx>

**Do not mail this form to L&I.** This form must be *kept on file by the employer* at the minor's workplace and be available for department audit. A copy should also be maintained by the minor's school representative. Additionally, the employer must renew this parent/school authorization *by September 30 of each year or when work schedule changes.*

### Employee Information — To be completed by the employee

Employee Name	Date of Birth (mm/dd/yyyy) (Must be accompanied by proof)		
Address	Phone Number		
City	State	Zip Code	
School's Name (if home schooled/not enrolled in school/online classes please note)		School's Phone (include area code)	
School's Address	City	State	Zip Code
Are you employed at another job? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes", how many hours do you work per week?		

### Employer Information

Before allowing a minor to begin work, you must obtain and keep on file, at the minor's workplace, a fully completed Parent/School Authorization. As the employer, it is your responsibility to ensure that this form is completed by you before collecting signatures.

Employer Business Name Bethel Recreation Association	Phone Number (253) 800-4301		
Washington Unified Business Identifier (UBI) 602 - 253 - 432	Expiration Date of Minor Work Permit 12/31/2026		
Location Address (Physical location where minor will be working) 21818 38th Ave E	City Spanaway	State WA	Zip Code 98387
Contact Name Jolie Moxley, Director			
Wage per Hour \$17.13			
List of Specific Job Duties See Handbook & Policies			

**Employers:** Please read before filling out the anticipated hours and work schedule on the following page. Per [WAC 296-125-027](#) — Minors **cannot** work during the hours that school is in session. Employers should refer to the minor's neighborhood school's website for the hours of school to determine what hours the minor is eligible to work. This rule also applies to homeschooled students. No students should work during the hours that their neighborhood school is in session unless the employer has been granted a variance from the Department of Labor & Industries.

## Hours and Work Schedule — Parents & schools may adjust hours and schedule as needed.

Minors *cannot* work during the hours that school is in session. Employers should refer to the school's website to determine what these hours are.

### Hours and Schedules Minors are Permitted to Work in Non-Agricultural Jobs

Age Group	School Week	Hours/Day	Hours/Week	Days/Week	Begin	Quit
14 — 15 Years Old	School Week	3 hours (8 hrs Sat-Sun)	16 hours	6 days	7 a.m.	7 p.m.
	Non-School Week	8 hours	40 hours	6 days	7 a.m.	7 p.m. (9 p.m. June 1 to Labor Day)
16 — 17 Years Old	School Week	4 hours (8 hrs Fri – Sun)	20 hours	6 days	7 a.m.	10 p.m. (Midnight Fri – Sat)
	School Week with a special variance	6 hours (8 hrs Fri – Sun)	28 hours	6 days	7 a.m.	10 p.m. (Midnight Fri – Sat)
	Non-School Week	8 hours	48 hours	6 days	5 a.m.	Midnight

• An adult *must* supervise minors working after 8 p.m. in service occupations such as restaurants and retail businesses.

• Overtime rules apply for all hours worked over 40 in one week.

• Special Variance does not apply to home-schooled students.

### Hours and Schedules Minors are Permitted to Work in Agricultural Jobs

Age Group	School Week	Hours/Day	Hours/Week	Days/Week	Begin	Quit
12 — 13 Years Old	Non-School Week	8 hours	40 hours	6 days	5 a.m.	9 p.m.
14 — 15 Years Old	School Week	3 hours (8 hrs. non-school days)	21 hours	6 days*	7 a.m. (6 a.m. in animal agriculture & irrigation)	8 p.m.
	Non-School Week	8 hours	40 hours	6 days*	5 a.m.	9 p.m.
16 — 17 Years Old	School Week	4 hours (8 hrs non-school days)	28 hours	6 days*	5 a.m.	10 p.m. (No later than 9 p.m. on more than 2 consecutive nights before a school day)
	Non-School Week	10 hours	50 hours (60 hours per week in mechanical harvest of peas, wheat, and hay)	6 days*	5 a.m.	10 p.m.

• 12 – 13 year-olds may work only during non-school weeks hand-harvesting berries, bulbs, cucumbers, and spinach.

\*Exception — 14 – 17 year-olds are allowed to work 7 days a week in dairy, livestock, hay harvest, and irrigation during school and non-school weeks.

	Days	Hours per Day		Hours per Week		Start Time Circle A.M. or P.M.		Quitting Time Circle A.M. or P.M.	
		Employer	Parent/ School Adj.	Employer	Parent/ School Adj.	Employer	Parent/ School Adj.	Employer	Parent/ School Adj.
School Weeks	Mon — Thurs					A.M. / P.M.		A.M. / P.M.	
	Fri — Sun					A.M. / P.M.		A.M. / P.M.	
Non- School Weeks	Sun — Sat Parents adjust only					A.M. / P.M.		A.M. / P.M.	

## Required Signatures

### Employee's Signature

Print Name

Employee's Signature

Date

### Employer's Signature

Jolie Moxley

Print Name

*Jolie Moxley*  
Employer Representative Signature

Director

Title

1-5-25  
Date

**Note:** Parents and school representatives should **not** sign this form **unless** the Hours and Work Schedule for daily and weekly work schedules are completely filled out to reflect the anticipated maximum hours of work. The school or parent may limit the hours of work for a minor according to how the minor will be affected by working too many hours, e.g., homework, attendance, etc., and may reduce and approve fewer hours than the rules allow or are requested by the employer.

### Parental Authorization

I consent to allow the minor listed to be employed at the occupation and under the conditions stated above.

Print Name

Parent or Guardian Signature

Phone Number

Date

Comments by Parental Authority

### School Authorization

The stated hours of employment meet the requirements of school attendance regulations and are hereby approved.

Print Name

School Representative Signature

Title

Phone Number

Date

Comments by School Representative

## Optional School Week Special Variance Authorization For 16 – 17 Year Old Minors in Non-Agricultural Employment Only

A Special Variance allows a 16 – 17 year-old minor to work up to 28 hours per week with 6-hour shifts during the school week with approval of the authorized school official and the parent. All parties must agree to these additional hours.

[Pursuant to [WAC 296-125-0700](#)]

School officials should not sign for any additional hours allowed by the Special Variance if a review of the student's progress indicates the additional work hours will be detrimental to the minor's educational activities.

*Please note: The Special Variance is only for minors enrolled in public or private school. This does not apply to homeschooled students.*

Are you planning to use the Special Variance for additional school-week work hours?

Yes    No   If checked "Yes", **both** signatures below are required.

Parental Authorization

School Authorization

BETHEL SCHOOL DISTRICT

**PARENT PERMISSION****VOLUNTEER MINOR AGREEMENT AND INSTRUCTIONS**

Name of Volunteer: \_\_\_\_\_

School of Service: \_\_\_\_\_ Bethel Recreation

1. The minor must receive permission by the school principal and teacher/staff member BEFORE being approved to volunteer. Only one application is required to be completed, but a minor must obtain permission from each school he/she wishes to volunteer.
2. If the minor is unable to make it to a scheduled volunteer time, please inform the school or staff member as soon as possible.
3. If the minor is a student of Bethel School District and he/she receives any disciplinary action, volunteer status may be revoked at any time. A school/staff member has the right to ask the student to not return as a volunteer if they feel the volunteer has acted inappropriately at any time.
4. Tracking of volunteer hours (if applicable) needs to be requested by the volunteer and established with a staff member before volunteer duties are performed. It is the volunteer's responsibility to make sure tracking is signed off on a daily basis.
5. Obtain permission from your parent/guardian in the signature area below, and return this form to the school office or scan and upload the signed form into the volunteer application system.

**PARENT/GUARDIAN SIGNATURE** - As the parent/guardian of the above-named student, you are required to complete the affirmation item below prior to your student being given permission to volunteer as a minor in the Bethel School District.

**Parent Affirmation:** Check YES below and print your name and follow with your signature, and today's date. This will affirm that you have read and understand the information in this document and that as the parent/guardian of this student, you give your permission for the above named student to become a regularly scheduled volunteer with Bethel School District, per school approval.       YES             NO      

Parent/Guardian Name: (Print) \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

When this form is complete you may scan and upload it to your volunteer application in the Bethel School District Volunteer Application System at <https://BethelVolunteers.hrmplus.net> or provide it to the school secretary of the school you wish to volunteer. If you have questions or need assistance please contact us at 253.800.1200 or by email at [BSD\\_Volunteers@BethelSD.org](mailto:BSD_Volunteers@BethelSD.org). Thank you.

Bethel School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator, Director of Athletics and Security: 253.800.4303; Section 504/ADA Coordinator, Executive Director of Special Education: 253.800.2300; Civil Rights Compliance Coordinator, Director of Equity and Achievement: 253.800.2019. All individuals may be reached at this address: 516 176th Street East, Spanaway, WA 98387. // El Distrito Escolar de Bethel no discrimina en sus programas o actividades por motivos de sexo, raza, credo, religión, color, nacionalidad, edad, condición de veterano de guerra o grado militar, orientación sexual, expresión de género o identidad, discapacidad o uso de perro guía entrenado o animal de servicio, además ofrece igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes especificados. El empleado mencionado a continuación ha sido designado para atender consultas y quejas de supuesta discriminación: Coordinador del Título IX, Director de Atletismo y Seguridad: 253.800.4303; Coordinadora de Sección 504/ADA, Directora Ejecutiva de Educación Especial: 253.800.2300; Coordinadora de Cumplimiento de Derechos Civiles Directora de Equidad y Logro: 253.800.2019. Todas las personas pueden ser contactadas en esta dirección: 516 176th Street East, Spanaway, WA 98387.