

# Volunteer Process

## 2022-23

Thank you for inquiring about becoming a parent volunteer at Sage Elementary School.

Every volunteer must go through our Redmond School District volunteer process. The process includes showing proof of Covid vaccination or filling out paperwork for medical or religious exemption and passing a background check.

Please go to our RSD Website which is found at [redmondschools.org](https://www.redmondschools.org). Then you will need to:

- Click on Department Tab
- Click Human Resources Tab
- Click on Volunteer Forms & Resources
- Complete Step 1 first. All volunteers must show proof of vaccination or complete the medical/religious exemption forms and send them electronically to the RSD District Office manager.
- Complete Step 2.
- Be sure and indicate you will be volunteering at Sage Elementary School.
- The RSD District Office will notify the Office Manager (Heidi Hall) at Sage Elementary School confirming approval of the vaccine requirement & background check.
- Once Sage receives the correct and approved documentation from the Redmond School District you will be contacted by Sage's Front Office.
- Your child/children's classroom teacher will be notified of all parent volunteer approval.
- If there is a need for a volunteer, the classroom teacher will contact you to create a schedule to support student learning.

The Redmond School District Office Manager, Mel Salinas will receive this notice, as she is the one who handles the volunteer process for the Redmond School District.

Please do not hesitate to let me know if you have any questions.

Thank You,  
Heidi Hall, Office Manager  
Janie Baker, Attendance/Registrar Secretary  
Carolyn Espinosa, Principal  
Sage Elementary School  
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