

For WCSPA Volunteers and Hired Help

All adults involved in school activities in any way must complete a background check form and watch 3-4 videos (about an hour in total). These should be completed at least 1 month in advance of when you will be volunteering/working here.

Steps for any adult either working or volunteering for WCSPA:

1.) Complete the “Background Check Authorization Form”.

This can be found at:

<https://www.wcskids.net/DocumentDepot/View/View2.aspx?ID=100045>

- a. For the part that says “*I want to volunteer at the following school/schools*”, put: **Sterling Heights High School**
 - b. For teacher name, put: **Erik Hart**
 - c. For the “*Date of Event/Trip*” put the **9/1/2023** in the first blank space, and **6/16/2024** in the second blank space.
- 2.) Watch all the required videos--details are on 2nd page of the above form
- 3.) Print the virtual certificate ‘awarded’ once you complete each video
- 4.) Print the completed Background Check Form
- 5.) Make a copy of the Front **AND** Back of your driver’s license. If you don’t have access to a copier, you can come it and we can do it for you.
- 6.) Staple all the documents together and deliver to us or mail to:

WCSPA

c/o Erik Hart

12901 15 Mile Rd.

Sterling Heights, MI 48312

How to receive payment for adults working for a WCSPA event:

1. Do all steps above in addition to steps below.
2. Complete and Submit a W-9—can be delivered or mailed.
3. Complete paysheet form--will be provided on last day of work rendered
4. Payment form will be submitted the following week. Checks are sent out on Fridays. Payment will arrive within 2 weeks of work completed.
5. If there are any issues with payment, please contact:

Erik Hart (586-825-2525, ext.5)