



A Community Service of Senior Life Resources NW

1824 Fowler Street, Richland, WA 99352

Dear New Volunteer,

Thank you very much for your willingness to volunteer for the Meals on Wheels program. We appreciate your thoughtfulness and believe this will be a very rewarding experience for both you and the seniors you will serve.

As a volunteer driver you may have direct contact with vulnerable elderly participants. Therefore, before we can begin training you, we are required by Washington state law (RCW43.43.830), and our insurance company, to submit several forms on your behalf.

To begin the process, please go to the Washington State website and follow the instructions for the Background Check form. Here is a link to the website: <https://fortress.wa.gov/dshs/bcs/>. Please write down your **CONFIRMATION NUMBER**, which will be given to you at the end of your application, and email it, along with your **DATE OF BIRTH**, to [nhuggins@seniorliferesources.org](mailto:nhuggins@seniorliferesources.org). If you have trouble filling the form out online, please complete the Background Check form below and mail it to me at the address above.

We will also need a photo copy of your driver's license and insurance card.

Once your Background check is returned from the State, I will contact you to schedule an orientation appointment and set up your start day. Please call me if you have any questions or concerns.

Thank you again,

*Natalie Rose Huggins*

Natalie Rose Huggins  
Site Staff & Volunteer Manager  
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