



Revised Volunteer Policy and Procedures

July 2009

MEMO

TO: Gateway School District Administrators and Secretaries

FROM: Bob Reger

DATE: July 13, 2009

RE: Revised Volunteer Policy, Requirements and Procedures

In June 2009, the Gateway Board of School Directors adopted revisions to the District's Volunteers Policy No. 916. There have been substantial changes to the volunteer classifications and the requirements to employ volunteers in our District. In summary, there are three (3) classifications of volunteers: (Please refer to the attached Board Policy for additional information)

1. **Assistive Volunteers** - Any individual who voluntarily provides services to the school district, without compensation, and who: (a) works *directly* under the supervision and direction of a teacher or administrator employed by the district; and (b) *does not* provide direct services to students or have *unsupervised* contact with students.

Requirements to employ:

- Completed Application
- Criminal History Clearance
- Child Abuse Clearance
- Approved by Building Principal (Files maintained at the Building Level)

2. **Independent Volunteers** - Any individual who voluntarily provides services to the school district, without compensation, and who: (a) works under the *general direction and supervision* of a teacher or administrator employed by the district; and (b) provides direct services to students or may, from time to time be reasonably expected to have *unsupervised* contact with students.

3. **Volunteer Coaches and Sponsors** - Any individual who voluntarily provides services to the school district, without compensation, and who: (a) works under the *general direction and supervision* of a coach or student activity sponsor employed by the district; and (b) directly supervises or instructs students engaged in the activity or may from time to time, be reasonably expected to have unsupervised contact with students.

Requirements to employ:

- Completed Application
- Criminal History Clearance
- Child Abuse Clearance
- FBI Clearance
- Tuberculosis Test
- Approved by the Gateway Board of School Directors prior to volunteering (Files are maintained in the Personnel Office)
- ID Badge Issued

In order to ensure that we are following the new procedures and guidelines, we have created a volunteer application to be used effective July 1, 2009. There are two (2) different applications – one for assistive volunteers and one for independent and/or coaches/sponsors. We have included a summary of needed items prior to volunteering in the upper right-hand corner on the application..

Reminder: Independent Volunteers and Volunteer Coaches/Sponsors need to be Board approved. Please submit the completed application and all required items to the Personnel Office. These files will be kept in our office and once complete we will include the names on the Agenda for approval at the next scheduled voting meeting.