

## Taylor County Schools Volunteer Program Requirements for Participation

1. Application All volunteers are required to complete an application. Application forms are available through the Family Resource & Youth Services Centers or online at the Taylor County Schools District Website.
2. Records Check Background checks are required in order to participate in the school volunteer program (KRS 161.148). Volunteers are responsible for the background check processing fee.
3. Orientations New volunteers are required to review all orientation materials. This will give school volunteers the opportunity to learn what is expected in terms of services, review the school rules, and receive specific instructions pertaining to one's particular area of volunteerism.
4. Confidentiality What you see or hear while participating as a volunteer should never be discussed with anyone other than the supervisor you are assigned to or the principal of the school. Confidentiality will be discussed with you before you participate as a volunteer and you will be required to sign a confidentiality agreement.
5. Dress Code Volunteers are expected to dress appropriately at all times. Remember you are helping children.
6. Sign-in & Out All volunteers are required to sign-in when they arrive at school and sign-out when they leave. Signing in and out helps our staff know when you are in our school building and provides us with the knowledge to be able to contact you if needed.
7. Volunteer Badges All volunteers are required to wear volunteer badges for identification. There may be some staff members, administrators, or state employees that will question why you are in the building if you do not wear volunteer identification. Please wear these badges with pride. Only staff and participants we approve are supposed to be in any area other than the front office during school hours. Badges can be picked up at the front office when you sign-in and should be removed when you sign-out.
8. Smoking Smoking is prohibited on school grounds.
9. Supervision As a volunteer, you should be supervised at all times while working with students. You will be assigned to a staff member and should respect them as the authority. Your job will be to assist the staff. Volunteers do not have the authority to discipline or take charge of any student or classroom.
10. Training Training will be provided at the school by the Family Resource & Youth Services Centers or other school staff. If you need to be trained in any area that is not provided, please contact the Family Resource/Youth Services Center.