



Mercer County Schools Volunteers and Mentors

A volunteer is someone who will be assisting with students on a **REGULAR, SCHEDULED and CONSISTENT** basis in a school setting such as helping a teacher in their classroom or for school sponsored events such as after school clubs.

These examples are NOT a volunteer: Coming to an awards program, eating lunch with your child, attending a school play, attending a field trip where you are **not** in charge of other students or a group; only sharing the experience with your own child. **Do not complete the list below if these examples are what you are wanting to do within the school.**

An example of a volunteer would be the following: assisting students with an academic skill in a school setting, assisting the teacher on a regular basis to prepare materials, chaperoning a school dance, being in charge of a group of kids on a field trip or school trip, being asked to come assist in a school sponsored activity and being asked to assist with students in group activities with the teacher or school sponsor.

All volunteers must complete the following before they are eligible to volunteer in the district: **Volunteer/Mentor Requirements (adults 18 and over)**

General School Volunteer/Mentor - Always in sight and/or sound of a district employee:

- Complete a confidentiality training and quiz either in person or online annually
- Complete an AOC Background check (district pays for this check) annually
- Sign a confidentiality agreement
- Be listed on a district list of trained volunteers for schools to use when in need of volunteers

Volunteers for Trips (overnight or out of town where students will be split into groups) or volunteers who are left with a group of students alone in a classroom away from staff members

- All of the above items **AND**
- Fingerprinted and CAN check

Volunteer/Mentor Requirements (Under 18/Student/CTI middle and HS kids)

General School Volunteer/Mentor:

- Complete a confidentiality training and quiz either in person or online annually
- Sign a confidentiality agreement
- Be listed as trained volunteers/mentors for school programs pertaining to their class or activity

The Community Tutoring Program is doing a tutoring program at MCIS during ESS hours with outside adult volunteers and HS/Middle School students. They are left alone with students and do not have a staff member present. They do their own background checks and Mrs. Bray does confidentiality training with adults/students. **Does the district need any copies of their checks?? We have not done that before but Jennifer Hatton said we may need that being they are working with our students in our schools?**

Side note....WHAT IF:

- If a check comes back totally clean, they are added to the district volunteer list.
- If a check comes back with anything listed...it goes to Mr. Booher to approve before they can volunteer and be added to the district volunteer list.
- If it is decided the person can not volunteer, a letter (or contact) from the board office will be sent to the individual.