Volunteer Coordinator

Each campus principal or designee will coordinate the campus volunteer program and ensure volunteers are recruited, screened, trained, and placed in appropriate activities in accordance with District policy and campus needs.

The volunteer coordinator has the authority to approve volunteers and volunteer activities. [See GKG(EXHIBIT)]

Requirements for Volunteers

Volunteers in the District will:

1. Attend orientation and training sessions appropriate to the type of volunteer service, to include information regarding:
   a. General job responsibilities and limitations;
   b. School facilities, routines, and procedures;
   c. Work schedule and place of work; and
   d. Expected relationship to the regular staff.
2. Work under the direction and supervision of a teacher or other member of the school staff; and
3. Abide by the rules of the District and the campus.

Application

Individuals interested in serving in volunteer positions with the District must complete an application before beginning volunteer activities. [See GKG(EXHIBIT)]

Criminal History Record Checks

The District will conduct a criminal history record check on all applicants for volunteer positions, unless an applicable exception as defined in this regulation applies.

Exception

The District will not conduct a criminal history record check under the following circumstances:

1. The volunteer is a parent, guardian, or grandparent of a student enrolled in the District;
2. The volunteer will be accompanied by a District employee while on campus; or
3. The person is volunteering for a single event on campus.