

Coaches Checklist for Volunteers and Current Staff Members	
PARENTS/VOLUNTEERS MUST DO THE FOLLOWING TO COACH:	CURRENT EMPLOYEES MUST DO THE FOLLOWING TO COACH:
<ul style="list-style-type: none"> <input type="checkbox"/> Submit a RFP to hire a coach, include stipend amount & payment date, timeframe and NO employee name <input type="checkbox"/> Site sends volunteer/Parent to HR to complete the hiring packet: <ul style="list-style-type: none"> <input type="checkbox"/> Complete a "Volunteer Application Form" MUST have administrator signature <input type="checkbox"/> Valid Driver's License <input type="checkbox"/> Fingerprints- <u>DOJ and FBI Live Scan Service</u> Application ORI: A0450 Fee of \$75 <input type="checkbox"/> <u>Freedom from Tuberculosis Verification</u> <ul style="list-style-type: none"> ▪ Proof of TB test taken within last 6 months <input type="checkbox"/> CPR Red Cross/ American Heart Association Certification Renew 2 yrs <input type="checkbox"/> FIRST AID Certification Renew 2 yrs <input type="checkbox"/> All documents MUST be turned to HR & approved <i>before</i> working with students without a certificated employee present 	<ul style="list-style-type: none"> <input type="checkbox"/> Inform the staff that coaches are needed. Offer current staff an opportunity to coach. <input type="checkbox"/> Submit a RFP for a coach, include stipend amount & when it will be paid, timeframe and Staff Name <input type="checkbox"/> Wait RFP to be completed before having the staff member coach <input type="checkbox"/> Pay stipend using a timesheet

ALL- COACHES:

- VOLUNTEERS OR DISTRICT EMPLOYEES-** Must wait for HR to verify paperwork and complete hiring process. Once HR notifies them and Site/Dept. they can start coaching.
- HEADS UP CONCUSSION TRAINING (free): Print certificate and bring to HR
<https://headsup.cdc.gov> (30 minutes- See attached sheet for how to navigate site.)
- SUDDEN CARDIAC ARREST TRAINING (free): Print certificate and bring to HR. Renew 2 yrs
<https://nfhslearn.com/courses> (20 minutes- See attached sheet for how to navigate site)

