VOLUNTEERING IN BSD

www.brandywineschools.org/Volunteer

BSD Volunteer Process

A Volunteer is defined as a person providing volunteer services within a Child Serving Entity and who has **Direct Access** to students. Direct Access means the **opportunity** to have personal contact with students receiving care or education during one's **assigned duties**.

Volunteer vs. Visitor	
Volunteers: A person who has **DIRECT** access to Children, during the course of one's assigned duties.	**Visitors:** A person who visits a location to attend an event and are not given any assigned duties to complete on behalf of BSD.
Services are **requested** by OR are serving the District.	There are no services or attendance requested by the District.
Examples: Chaperones, coaches, tutors, student teachers, in-class helpers, speakers, after school activities (sponsored by the district), 3rd party vendors providing services, etc.	**Examples**: Sporting event/concert attendees, guardian at pick up/drop off, after school activities paid for by families (YMCA, Boys & Girls Club, etc.), graduation attendees,

Volunteer Process	
1 **Volunteers**	✓ Volunteer picks up packet from any BSD school or downloads from the BSD website. ✓ Completes packet and schedules background check appointment via IdentoGo. ✓ Provides packet **and** background **receipt** to the school secretary.
2 **Schools**	✓ Secretary **reviews** the information to ensure all documents are signed and correctly filled out. ✓ Sends packet to Human Resources Department for **FINAL APPROVAL**. ✓ Allow **7-10 days** for processing. ✓ Verify volunteer is on the list **before** giving approval to volunteer
3 **HR**	✓ Human Resources begins processing paperwork (clearances). ✓ **Confirms** <u>All</u> clearances/backgrounds come back favorable. ○ **Note**: HR may contact a Volunteer for additional information. ✓ Sends follow up email with approval status.
4 **Volunteers**	✓ Confirms with school that they are approved to volunteer. ✓ Once approved, begin providing services.

Key Reminders

- **Volunteer Packets:** Can be picked up from the school front desk and/or on the District website.
- **Background Checks**: Are valid for **12-months** only, so each year a NEW background check is required.
- **Pricing**: If volunteers schedule appointments outside the state of Delaware, they may encounter additional costs.
- **Resources:** Additional resources such as **FAQ's** can be found on our District website.

For more information visit www.brandywineschools.org/Volunteer