

**FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
SCHOOL ADMINISTRATION
CHAPTER 3.0**

3.80

SCHOOL VOLUNTEERS

- I. A school volunteer is any non-paid individual who gives his/her time to a school or school staff member while performing assigned duties. Duties assigned to school volunteers shall be consistent with Florida Statutes and State Board of Education rules.

A. The school principal and each staff member who is assigned a school volunteer shall be responsible for assigning duties to school volunteers which are consistent with Florida Statutes, State Board of Education rules, and Board rules.

B. School volunteers shall be subject to background checks that may include fingerprinting with the costs paid as determined by the FSU Budget office. If a school volunteer will be working with students unsupervised by school personnel or traveling overnight with students, the volunteer will need to comply with level two (2) screening requirements. A person who has been convicted of a crime that would disqualify him/her for employment in the District, shall not be accepted as a volunteer.

C. The Director shall issue directives concerning school volunteers as may be deemed necessary.

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D. An athletic coaching position in volunteer status, (performing duties without pay), is required to have a CPR certificate, Level II background check and fingerprinting, which is the same requirement for other athletic coaches

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who are in coaching positions receiving pay. A person who has been convicted of a crime that would disqualify them from employment at FSUS, shall not be accepted as a volunteer.

E. Individuals volunteering on the school campus must present a valid driver's license, be screened via the state approved vendor platform or a similar background screening program and be issued an official visitor badge before performing volunteer duties.

F. Volunteers without a level II background clearance must be supervised by an employee at all times.

G. Volunteers who are chaperoning off-campus field trips, including overnight trips, must be supervised by an employee at all times and are required to present a valid driver's license for the school vendor platform, security check or similar background screening program within 48 hours prior to the departure on the trip. The trip organizer must keep security documentation of all volunteers serving as chaperones.

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STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 110.504(4) (5); 228.041(24); 110.504(4), 110.504(5), 440.02(15)(d)6, 435.04, 768.28, 943.04351, 1001.43, 1012.01, F.S.

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