GUEST VOLUNTEER APPLICATION PACKET

In accordance with Board Policy 916, the School Board, staff, and students recognize that volunteers can make valuable contributions to the District's educational, athletic, and cocurricular programs. This regulation covers the use of **Guest Volunteers**.

A **Guest Volunteer** is an adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist with classroom celebrations, school assemblies, or school concerts; reading to students; collecting tickets at sporting events; working concession stands; participating in "Career Day," etc.

Generally speaking Position Volunteers have direct supervision of children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, etc. See 916-AR- for more information and/or a Guest Volunteer Application Packet.

1. **Recruitment:**
    a. The building principal and athletic director are responsible for recruitment of Guest Volunteers.
    b. A list of Guest Volunteers will be kept in the building office, or Athletic Director's Office if being used in an athletic capacity.

2. **Guest Volunteer Application/Approval Process:** The prospective Guest Volunteer is responsible for completing the Guest Volunteer Application and submitting it to the building principal or athletic director for consideration.

3. **Identification Badge:** At a minimum, each Guest Volunteer must sign-in at the office and wear the temporary identification badge issued at the front desk.

4. **Evaluation/Renewal:**
    a. Volunteers are subject to all regulations, board policies, and procedures of the West York Area School District.
    b. A building principal or the Athletic Director may approve a Guest Volunteer for one school year at a time. A Guest Volunteer's approval expires on June 30th of the school year.
    c. The building principal, athletic director, or supervising employee (e.g., teacher) is responsible for reviewing a volunteer's performance. The building principal or Athletic Director will determine if a Guest Volunteer may be re-approved for another school year.

West York Area School District
Guest Volunteer Application

GUEST VOLUNTEER INFORMATION:

Name: _____ **Date:** _____

Address: _____

Telephone Number: _____ **Email:** _____

GUEST VOLUNTEER AFFIRMATION

I agree to serve as a Guest Volunteer in the West York Area School District, and to be aware of and comply with district policies and administrative regulations regarding the reporting of child abuse, possession or distribution of any controlled substance, student hazing, discrimination, use or possession of tobacco, and accommodations of special needs students.

I understand that the supervising employee is the decision maker.

I understand that as a Guest Volunteer I will be viewed as a representative of the school and will conduct myself in a professional manner and maintain a professional relationship with all students.

I agree to respect the privacy of each student by maintaining confidentiality of any information that I receive while serving as a Guest Volunteer.

I further agree that I enter the Guest Volunteer program of my own free will, to serve without cost to the district, understanding that I am not an employee or agent of the district and therefore not covered by any of its insurance programs or policies and therefore I assume all responsibility for any injury, accident, or illness that may occur to be during my volunteer service and release the district, its agents or employees from any and all liability for the same, and hereby agree to indemnify them and save them harmless for any sums that may be required to pay to my account.

_____ _____

Guest Volunteer Name (Print) **Guest Volunteer (Signature)**

_____ _____

Approving Supervisor
(Building Principal/Athletic Director) **Approval Date**