

Ronan Public Schools

PERSONNEL

5430P
page 1 of 4

Volunteer Procedure

Purpose

It is the purpose of this procedure to define the guidelines necessary to establish and operate a volunteer program within the District. These procedures are to be followed in the use of volunteers within the District.

Objectives

District objectives in the use of volunteers are:

1. To obtain the services of volunteers to perform those activities and tasks which would not normally be provided if not for the efforts of volunteers. Volunteers provide service support and supplement regular District staff but do not replace or displace them. Volunteers should not perform duties that would normally be done by paid staff.
2. To improve the level and quality of service provided by the District.
3. To broaden students' experiences through interaction with volunteers.
4. To help parents and community members learn more about District and school objectives and programs.
5. To strengthen school-community relations by providing an opportunity for interested parents and community members to participate effectively in school programs.

Policy

It is the District's policy to accommodate volunteer services in school programs or activities, when those services benefit and enhance the District's resources and students but do not displace or replace existing employees.

Responsibilities

1. Building principals have overall responsibility for administration, coordination, and implementation of the volunteer programs. Building administrators may recruit volunteers, negotiate Volunteer Service Agreements, and approve such agreements for volunteers assigned to appropriate school programs.
2. Teachers may be delegated authority, through the appropriate administrator, to recruit volunteer applicants, negotiate Volunteer Service Agreements with individuals or

organizations, and approve such agreements for volunteers. This authority may not be further delegated.

Definitions

Volunteer – A person who, of his or her own free will, provides goods and services without financial gain. Volunteers will not displace or replace existing employees.

Volunteer Activity – An activity that would not normally be provided if not for volunteers. Volunteers should not perform duties that would normally be done by paid staff.

Guidelines for Implementation

Recruitment. Volunteers are not District employees (FTE). Volunteers may be recruited from any other source or location. Recruitment efforts should include minority groups and handicapped persons. Volunteers may be recruited from groups such as the local college (SKC), senior-citizen organizations, community-service organizations, volunteer bureaus, social or civic organizations, and handicapped or minority organizations. The District shall provide equal opportunity and services to all persons regardless of race, color, religion, sex, age, physical, mental, or sensory disability, marital status, national origin, or political beliefs, with the exception of special programs established by law. Equal opportunity applies to all aspects of personnel policy and practice in recruitment, utilization, development, and treatment of volunteers.

Volunteer Service Agreement. A Volunteer Service Agreement is used to document volunteer services to be performed and the terms and conditions of such service. Volunteers may not provide volunteer services, until the agreement is signed by both parties. Items that must be covered on the Volunteer Service Agreement or attached sheets include but are not limited to:

- Volunteer activities, approximate time commitment, and approximate duration of volunteer position;
- Training to be provided by the District;
- Information, materials, or supplies to be furnished by the District;
- Equipment (if any) the volunteer will furnish to perform the activity;
- How and/or where lodging will be provided (if applicable);
- Costs (if any) which will be reimbursed and by what method;
- Other pertinent information; and
- Signatures of volunteer and of agency representative.

Insurance, Workers' Compensation, Use of District Property, and Incidental Expenses

Because volunteer work is not a contract for hire, Workers' Compensation is not required by state law (§ 39-71-118, MCA).

State law provides for volunteer immunity (§ 27-1-732, MCA, Immunity of nonprofit corporation officers, directors, and volunteers).

Interviews, Orientation, and Training

Interviews. The volunteer interview should provide both the volunteer and the District the opportunity to express their expectations. The volunteer may be seeking opportunity for service to others, skill building, experience, contacts, references, or social exchange. When both parties agree on the scope of the volunteer service, the Volunteer Service Agreement should be completed and signed.

Orientation. Orientation is as important for volunteers as for new employees and should include the same information. Volunteers can be much more effective, when they understand the District's goals and objectives and in-house policies and procedures.

The orientation process should include:

- Informing the volunteer of programs and services provided by the District (building principals or delegates);
- Familiarizing the volunteer with the office area, building, and facilities;
- Introducing the volunteer to coworkers;
- Covering District policies relating to dress, telephone usage, parking, school equipment, school hours, break areas, and volunteer procedures regarding absences.

Training. Volunteers should receive the minimum training necessary to enhance their service. The emphasis should be on training which is specific to volunteer activities, and which can immediately be applied to the volunteer position.

Supervision

Volunteers must receive adequate supervision. A record of the number of hours volunteered and accomplishments reported must be kept by the volunteer's supervisor. Volunteer services are ended, when the Volunteer Service Agreement is terminated by either party. Unsatisfactory performance by a volunteer is grounds for termination of the Volunteer Service Agreement.

Recordkeeping

Many volunteers seek qualifying experience and expect detailed information on volunteer positions held, including starting and ending dates, number of hours agreed to be volunteered, record of hours volunteered, accomplishments, training received, and special awards or commendations, etc. At the termination of the Volunteer Service Agreement, on request or need of the volunteer, the responsible supervisor shall write a referral letter including:

- Description of volunteer activities;
- Volunteer's period of service; and
- Notation of volunteer's performance.

Procedure History:

Promulgated on: 7-12-95

Revised on: 5-14-07