

Volunteer Process

Situation 1	Situation 2	Situation 3
<ul style="list-style-type: none"> ○ Parent or guardian volunteering in <u>their</u> child's classroom (If this becomes a regularly occurring event other than to just be with their child, we will discuss it on an individual basis for further requirements) ○ Professional coming in to share their profession (Conservationist, Librarian, etc.) 	<ul style="list-style-type: none"> ○ Rotarian, school principal, etc. coming in to read ○ Intermittent visitor-someone that has donated an item coming to see where it is going ○ Observation by a student, no contact with children 	<ul style="list-style-type: none"> ○ Parent or guardian volunteering in classroom <u>other than their own</u> child's classroom ○ Student needing volunteer hours ○ Student needs hours or interaction for a class assignment/work study ○ A consistent Community Volunteer that is not coming to share information, but coming to participate in daily classroom activities
Requirements	Requirements	Requirements
<ul style="list-style-type: none"> ○ Volunteer In-Kind form started 	<ul style="list-style-type: none"> ○ Volunteer Statement Page completed ○ Contact Site Leader with the request and turn in the completed Statement Page ○ Volunteer In-Kind form started 	<ul style="list-style-type: none"> ○ Volunteer Interest Form completed ○ Processed through the site leader initially ○ Complete two Record Check forms (or verify with Professional Development Coordinator that we have a MOA/background checks in place) ○ Record Checks sent in by HR (if not already completed through another organization) ○ Decision made to move forward ○ Volunteer contacted and schedule arranged (can be done by staff or site leader) ○ Read and initial Tip sheet ○ Volunteer Statement Page completed ○ Volunteer In-Kind form started ○ All forms turned in to Site Leader