

VOLUNTEER COORDINATOR'S REFERENCE GUIDE

- ✓ Each school shall develop a plan for the recruitment of volunteers. (Personnel 03.6 AP.22)
- ✓ Each school shall keep a record of volunteer's assignment, the hours volunteered, and the effectiveness of the services provided. (Personnel 03.6 AP.22)
- ✓ Each volunteer should have a volunteer folder on file with a completed application and signed confidentiality agreement.
- ✓ Before a volunteer can start, the following must be completed:
 - Application
 - Background Check
 - Handbook Orientation/Training
 - Confidentiality Agreement
- ✓ Applications, Orientation, and Confidentiality Agreements must be completed yearly.
- ✓ Criminal Background Check (CBC) information:
 - Refer to the Current Background List file on OneDrive
 - Background checks must be submitted on the district's form
 - Form must be signed by school principal verifying the need to do a CBC
 - Approved background checks will be kept on record for 5 years and will be sufficient for volunteering in GCS
 - All paraprofessional coaches (basketball, football, cheerleading, etc) will submit to a CBC yearly
 - Coaches CBC will be paid for by the elementary sports funds and must be signed by a district coordinator or the AD
 - Clubs and other organizations may be asked to provide the necessary funds for the volunteer's CBC
 - Volunteers may be asked to pay for their own CBC