

Area: Human Resources

Subject: HR13 – Volunteers

Reference: 1306.22 (a-b), SB 792

Policy: SCOE will recruit, train and utilize volunteers, especially parents, to the fullest extent, both in the classroom and during socialization activities.

Procedure:

1. All staff will encourage parent engagement in the program, including Parent Advisory Committee, Policy Council and volunteering in the classroom. This will occur during the enrollment process and throughout the course of the year.
2. All potential volunteers must contact the Master Teacher/CFS Designee to begin the application process and approval. The potential volunteer will receive a Volunteer Application packet, which explains the process in full.
3. Potential volunteer completes the Volunteer Application Form and submits to the Master Teacher/CFS Designee for review and approval.
4. If the Volunteer Application Form is approved, the Master Teacher/CFS Designee will notify the volunteer and notify him/her of the need to submit documentation of TB clearance and immunizations for pertussis, measles, and influenza (per SB 792)
5. If the Volunteer Application Form is not approved, the Master Teacher/CFS Designee will contact volunteer and inform them of the decision.
6. After receiving documentation of TB clearance & required immunizations from the volunteer, the Master Teacher/CFS Designee will forward a copy of the Volunteer Application to the Division Director of HR.
7. The Division Director of HR in conjunction with the Master Teacher/ CFS Designee will determine whether the volunteer needs to be fingerprinted and how the fees will be paid. If fingerprint clearance is warranted, the Division Director of HR will follow the Divisions' procedure and direct, assigned Substitute Services Specialist, to proceed with providing the appropriate forms for fingerprinting to the volunteer. Note: Any volunteer that has contact with children must be fingerprinted and cleared.
8. When clearance is received, HR designee will notify the Master Teacher/CFS Designee and the volunteer can begin assignment. If clearance is not received, the Division Director of HR will notify the Master Teacher /CFS Designee and process will terminate. NOTE: It takes approximately 2 to 10 days for DOJ clearance to be received. Originator may call assigned Substitute Services Specialist at 238-1605 to check on clearance.
9. The Family Service Worker will conduct training session for volunteers by utilizing Head Start Volunteer Orientation/Training Packet, which includes items such as the Orientation/Volunteer Checklist and Active Child Supervision Training PowerPoint.
10. Trained volunteers will receive a certificate of completion.
11. Once trained, staff will request that volunteers commit to a schedule of times

- available to assist in the classroom.
12. Parent volunteers will be reimbursed for their otherwise unreimbursed volunteer-related expenses (ex: immunizations & fingerprinting.). A detailed receipt must be attached to an Incidental Reimbursement Claim form.

Supervised by: Master Teacher

Performed by: Family Service Worker, (Full Year) Preschool Teacher, (Full Year)
Associate Teacher, Infant/Toddler Educator,

Forms needed: Orientation/Volunteer Checklist, Volunteer Application

Frequency: On going

5/8/2009

