

1 **Ronan Public Schools**

2
3 **PERSONNEL**

5430P
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5 Volunteer Procedure

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7 Purpose

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

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13 Objectives

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15 District objectives in the use of volunteers are:

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- 17 1. To obtain the services of volunteers to perform those activities and tasks which would not
18 normally be provided if not for the efforts of volunteers. Volunteers provide service
19 support and supplement regular District staff but do not replace or displace them.
20 Volunteers should not perform duties that would normally be done by paid staff.
21
 - 22 2. To improve the level and quality of service provided by the District.
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 - 24 3. To broaden students' experiences through interaction with volunteers.
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 - 26 4. To help parents and community members learn more about District and school objectives
27 and programs.
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 - 29 5. To strengthen school-community relations by providing an opportunity for interested
30 parents and community members to participate effectively in school programs.
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32 Policy

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

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

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4 organizations, and approve such agreements for volunteers. This authority may not be
5 further delegated.
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7 Definitions 8

9 **Volunteer** – A person who, of his or her own free will, provides goods and services without
10 financial gain. Volunteers will not displace or replace existing employees.
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12 **Volunteer Activity** – An activity that would not normally be provided if not for volunteers.
13 Volunteers should not perform duties that would normally be done by paid staff.
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15 Guidelines for Implementation 16

17 **Recruitment.** Volunteers are not District employees (FTE). Volunteers may be recruited from
18 any other source or location. Recruitment efforts should include minority groups and
19 handicapped persons. Volunteers may be recruited from groups such as the local college (SKC),
20 senior-citizen organizations, community-service organizations, volunteer bureaus, social or civic
21 organizations, and handicapped or minority organizations. The District shall provide equal
22 opportunity and services to all persons regardless of race, color, religion, sex, age, physical,
23 mental, or sensory disability, marital status, national origin, or political beliefs, with the
24 exception of special programs established by law. Equal opportunity applies to all aspects of
25 personnel policy and practice in recruitment, utilization, development, and treatment of
26 volunteers.
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28 **Volunteer Service Agreement.** A Volunteer Service Agreement is used to document volunteer
29 services to be performed and the terms and conditions of such service. Volunteers may not
30 provide volunteer services, until the agreement is signed by both parties. Items that must be
31 covered on the Volunteer Service Agreement or attached sheets include but are not limited to:
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- 33 • Volunteer activities, approximate time commitment, and approximate duration of
34 volunteer position;
- 35 • Training to be provided by the District;
- 36 • Information, materials, or supplies to be furnished by the District;
- 37 • Equipment (if any) the volunteer will furnish to perform the activity;
- 38 • How and/or where lodging will be provided (if applicable);
- 39 • Costs (if any) which will be reimbursed and by what method;
- 40 • Other pertinent information; and
- 41 • Signatures of volunteer and of agency representative.
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43 Insurance, Workers' Compensation, Use of District Property, and Incidental Expenses 44

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

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

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7 Interviews, Orientation, and Training
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9 **Interviews.** The volunteer interview should provide both the volunteer and the District the
10 opportunity to express their expectations. The volunteer may be seeking opportunity for service
11 to others, skill building, experience, contacts, references, or social exchange. When both parties
12 agree on the scope of the volunteer service, the Volunteer Service Agreement should be
13 completed and signed.
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15 **Orientation.** Orientation is as important for volunteers as for new employees and should include
16 the same information. Volunteers can be much more effective, when they understand the
17 District's goals and objectives and in-house policies and procedures.
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19 The orientation process should include:
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- 21 • Informing the volunteer of programs and services provided by the District (building
22 principals or delegates);
- 23 • Familiarizing the volunteer with the office area, building, and facilities;
- 24 • Introducing the volunteer to coworkers;
- 25 • Covering District policies relating to dress, telephone usage, parking, school equipment,
26 school hours, break areas, and volunteer procedures regarding absences.
27

28 **Training.** Volunteers should receive the minimum training necessary to enhance their service.
29 The emphasis should be on training which is specific to volunteer activities, and which can
30 immediately be applied to the volunteer position.
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32 Supervision
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34 Volunteers must receive adequate supervision. A record of the number of hours volunteered and
35 accomplishments reported must be kept by the volunteer's supervisor. Volunteer services are
36 ended, when the Volunteer Service Agreement is terminated by either party. Unsatisfactory
37 performance by a volunteer is grounds for termination of the Volunteer Service Agreement.
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39 Recordkeeping
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41 Many volunteers seek qualifying experience and expect detailed information on volunteer
42 positions held, including starting and ending dates, number of hours agreed to be volunteered,
43 record of hours volunteered, accomplishments, training received, and special awards or
44 commendations, etc. At the termination of the Volunteer Service Agreement, on request or need
45 of the volunteer, the responsible supervisor shall write a referral letter including:
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- Description of volunteer activities;
- Volunteer's period of service; and
- Notation of volunteer's performance.

Procedure History:

Promulgated on: 7-12-95

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