



ADMINISTRATION 1 – Volunteer

Original Date: Nov. 14, 2003 Revised Date: Feb 5, 2010 Responsible Admin: Chief Deputy Superintendent

1.0 RATIONALE

- 1.1 Sturgeon School Division recognizes the contributions made by volunteers through assisting, supporting and enhancing school programs.
- 1.2 Board policy on volunteers encourages Division schools to welcome volunteers, provide them with meaningful work and show appreciation for their efforts.

2.0 PROCESS

- 2.1 The school principal shall establish guidelines for the involvement of volunteers in schools and shall ensure that school level practices adhere to all Division policies and administrative practices and shall include the following:
 - 2.1.1 Task descriptions for classroom and out-of-classroom volunteers;
 - 2.1.2 Specific orientation, training, and supervision by teachers for classroom and in-school volunteers;
 - 2.1.3 Written expectations or specific guidelines including the willingness to be trained, confidentiality, suitability for volunteering and procedures for communicating absences;
 - 2.1.4 Method of tracking volunteer activities and hours donated;
 - 2.1.5 Method of recognizing volunteer service.
- 2.2 The school principal shall ensure that volunteers taking part in overnight field trips and in coaching and other responsibilities requiring independent supervision of students will provide the school with a current criminal and child security check prior to before the volunteer can be assigned to such activities.
- 2.3 A copy of school level practices will be forwarded to the Superintendent or designate for information.

References: *Board Policy: Policy D/II/18 Volunteer Policy*