

INSTRUCTION

Series 300

Policy Title . . . SCHOOL VOLUNTEERS

Code No. 353.1

The Burlington Area School District acknowledges that volunteers contribute valuable services to students and staff. The Board of Education encourages the use of volunteers to enhance communication and cooperation between the students, staff and the community.

Any new volunteers appointed to coaching or sponsor positions for school sponsored sports, clubs and activities, or who are placed in positions where they could be alone with students shall complete the volunteer application form and undergo a criminal background check prior to Board approval. Criminal background checks on volunteers will be repeated every three years.

The Board reserves the right to require an application form and criminal background check on volunteers in other special circumstances not specifically delineated in this policy.

Volunteers will be covered under the District's liability insurance policy while performing services authorized by the building principal or their direct supervisor (teacher, head coach, head director, or head advisor).

Volunteers are expected to abide by the school district's regulations and rules when performing assigned responsibilities. Principals, teachers, coaches, advisors, and directors will provide the volunteer an introduction to and explanation about their roles and responsibilities. Principals, teachers, coaches, advisors, and directors will make handbooks available to volunteers.

The District reserves the right to terminate volunteer service at any time.

LEGAL REF.: Sections 118.001 Wisconsin Statutes
 Sections 118.29
 Sections 118.295
 Sections 120.12 (2)
 Sections 120.44
 Sections 948.13

CROSS REF.: Code No. R-353.1

Date of Review:
November 7, 2011
Date of Adoption:
December 12, 2011

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ADMINISTRATIVE PROCEDURE
SCHOOL VOLUNTEERS

Code No. R-353.1

ORIENTATION GUIDELINES FOR SCHOOL VOLUNTEERS

To help ensure a positive experience for all, the Burlington Area School District will support volunteers through orientation and discussion. Volunteers should have an understanding of their roles and responsibilities for working with students and staff. Principals and teachers will welcome volunteers and provide them with an introduction to their responsibilities to familiarize them with school practices. If volunteers do not understand the expectations in their roles and areas of responsibility, they should ask teachers and/or principals for clarification.

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SCHOOL VOLUNTEER APPLICATION

Please Print

Name _____
(Last, First, Middle Initial)

Address _____
(Street)

(City, State, Zip)

Date of Birth _____ Phone _____

Occupation _____

Current Employer _____

Desired Volunteer Position _____

Skills/Background/Training that qualifies you for the position:

REFERENCES (List two)

Name	Phone
_____	_____
_____	_____

VOLUNTEER AGREEMENT

I, as a volunteer working in the Burlington Area School District, fully understand that this position is, as stated, on a volunteer basis, which, inherent in its meaning, entitles me to no pay or wages for my service from the Burlington Area School District. I further understand that I am expected to follow the rules of behavior that are expected of the Burlington Area School District staff and other rules as they pertain to my duties. I do understand that this volunteer agreement can be terminated without notice at any time by either the school district or the volunteer. I understand that as a volunteer I will not be covered under Burlington Area School District worker's compensation insurance.

I authorize the district to conduct a caregiver background check at the district's expense.

I acknowledge that all information on this form is truthful and accurate.

List all convictions and pleas of "nolo contendere" or no contest for any offense or violations (including felony, misdemeanor or municipal ordinance) other than minor traffic violations, and list all pending criminal charges.

Convictions/Pleas of No Contest		
Location	Date	Nature of Conviction
Pending Criminal Charges		
Location	Date	Nature of Conviction

Signature _____ Date _____

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