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Contact Person:	Volunteer Experiences Coordinator and Metro South Adult Volunteer Coordinators

REGULATIONS 906 VOLUNTEERS

I. VOLUNTEER MANAGEMENT

A. Recruitment and Screening

The recruitment and screening of potential volunteers will be coordinated by Volunteer Connection and Metro South volunteer coordinators. The goal of this process is to address the needs and desires of Bloomington Public Schools and increase the effectiveness of using volunteers to further the district’s educational and curricular goals. The volunteer coordinators will work with principals and program directors/leaders to identify school program needs and opportunities for the use of volunteers.

Background checks will be required for volunteers prior to the start date for volunteering. Bloomington Public schools reserves the right to consider factors and information outlined in the [Criminal Background Check Standards](#), including whether the nature of the offense conflicts with the responsibilities of a volunteer role, when making qualification decisions. Additionally, if there is a break in volunteer service where a volunteer leaves their volunteer job for one academic year and returns to volunteer, another background check must be completed.

B. Placement and Management

Candidates for volunteering in the district will be selected and careful consideration given to how their presence supports the educational objectives of a class, the curriculum, activity or event.

Each volunteer is categorized in one of four tiers. Depending on the tier, there are tools to manage volunteer activities: Application, Criminal Background Check, Interview Orientation, Volunteer Handbook/Orientation, Training, Sign in Procedure, and Monitoring Evaluation.

Tier One - Volunteers serving youth in a group, on or off site, with constant staff supervision. This includes single or one-time event volunteers, student

volunteers under the age of 18, and persons not required to complete a background check.

Tier Two - Volunteers serving youth in a group or in a one-on-one setting, on or off site, with minimal staff supervision. Volunteers are required to complete the process (application, background check and orientation) every three years through the volunteer management system. All tier two volunteers must complete school safety training within 30 days of assignment.

Tier Three - Volunteers serving adult learners.

Tier Four - Volunteers serving adults with disabilities with minimal supervision.

	Application	Criminal Background Check	Interview Orientation	Volunteer Handbook/ Orientation	Training	Sign in/out Procedures	Monitoring Evaluation
Tier One	X			X		X	
Tier Two	X	X		X	X	X	
Tier Three	X	X	X	X	X	X	X
Tier Four	X	X	X	X	X	X	X

II. VOLUNTEER MANAGEMENT RESPONSIBILITIES

Principal or Designee responsibilities:

- Define objectives for the activity the volunteer serves
- Understand and communicate the district volunteer guidelines
- Ensure a volunteer application, criminal background check, and orientation are completed
- Orientation and training volunteers, as needed
- Direct interested persons to the district volunteer page on the BPS website to complete the required steps

Teacher or Staff responsibilities:

- Guide volunteer activities
- Supervise volunteer work and provide assistance, as needed
- Inform volunteers of schedule changes

Volunteer Experiences Coordinator responsibilities:

- Recruit volunteers
- Coordinate volunteer application process
- Conduct training in volunteer program procedures
- Collect and report volunteer data
- Provide volunteer recognition programs
- Communicate volunteer guidelines and procedures with school and program staff

Volunteer responsibilities:

- Sign-in and out on the visitor and volunteer management system using a valid government-issued photo ID or follow the “Sign-in” prompt when reporting to and leaving the school. All volunteers are subject to identity verification.
- Wear an ID badge issued by the Volunteer Connection or Metro South at all times while in Bloomington school buildings.
- Complete an application process every three years, complete all orientation and safety training.
- Become familiar with the volunteer handbook including Bloomington Public Schools policies and classroom guidelines.
- Maintain confidentiality of all information. Any concerns, observations or information about a student should be shared only with the person in charge of the class, program or activity.
- Work under the direct supervision of a paid staff person. The direct supervisor will communicate with the volunteer and provide direction as needed.
- Notify the school or teacher if late or unable to participate in the volunteer activity.
- Notify a teacher, principal, or individual in charge if a student shares information that causes alarm. Volunteers must report suspected child abuse to the building principal, social worker or counselor.

Attachment to Regulation – Costs for Background Checks

ATTACHMENT

Costs For Background Checks

Tier One

Volunteers serving youth in a group, on or off site, with constant staff supervision. This includes any single or one-time event volunteers.

Cost: None

Tier Two

Volunteers serving youth in a group or in a one-on-one setting, on or off site, with minimal staff supervision. All tier two volunteers must complete school safety training within 30 days of assignment. Required to complete the process (application, background check and orientation) every three years.

Cost: Managed and paid by Volunteer Connection

Tier Three

Volunteers serving adult learners.

Cost: Managed and paid by Metro South Adult Basic Education

Tier Four

Volunteers serving adults with disabilities with minimal supervision.

Cost: Managed and paid by Student Services