

## **Volunteer Procedure Guidelines *READ FIRST! October 2019***

The District's Volunteer Program is primarily utilized for a *non-teaching volunteer aide* to serve under the immediate supervision and direction of the certificated personnel (instructor) of the district and to perform non-instructional work which serves to assist the certificated personnel in performance of teaching and administrative responsibilities.

The Form RM-A requires that Section A be completed by the Supervisor/Department Chair or Administrator which describes the specific, proposed volunteer service. It should relate to the description of non-instructional work above. The form originates from the group identified in Section A, who complete it *online* and *then* print it out for legibility and to obtain signatures.

DO NOT forward the *Request/Recommendation for Volunteer Service Form RM-A* link on the Volunteer Page or a blank form to anyone, including the prospective volunteer. The Form RM-A needs to identify the volunteer *and* the supervisor as required under BP/AP7500.

No sections should ever be lined out on the form. Start and End Service dates are to be included and the volunteer service period *cannot* exceed June 30<sup>th</sup> of the Fiscal Year from the Start Date.

***IMPORTANT: Will the Volunteer have any contact with students? If so, Section G Tuberculosis Screening- SB 1038 (1/1/2017) require a tuberculosis (TB) risk assessment be administered and if risk factors are identified, a TB test and examination be performed by a health care provider to determine that the person is free of infectious tuberculosis.***

***Please Contact Health Services X 6675 to arrange for this screening.***

***Prior to ANY service as a Volunteer, approval must be obtained from the District***

The Form RM-B records the hours the authorized Volunteer serves and is completed and retained by the Department Supervisor/Department Chair/Administrator.

***HANDWRITTEN FORM RM-A WILL BE RETURNED!***