

**PROCEDURES TO IMPLEMENT
SCHOOL BOARD POLICY #890
DESIGNATED VOLUNTEERS**

- I. Procedures for the selection and utilization of volunteers and designated volunteers
 - a. School Principals shall include Policy #890 Designated Volunteers in their student/parent handbook. Additionally, the student/parent handbook shall explain the procedures for any individual who wishes to be a school volunteer.
 - b. Building administrator selects individual to be a volunteer.
 - c. Building administrator or designee reviews with the volunteer his/her assignment and duties.
 - d. Building administrator determines if volunteer meets the definition of a designated volunteer.
 - e. Building administrator will have any designated volunteer complete the District's designated volunteer application and sign the Designated Volunteer Service Statement and Agreement contained in the appendix attached to Policy #890. All designated volunteers must submit the completed application to the District's Human Resources office and undergo a criminal records check at District's expense. The Director of HR shall approve this appointment in writing.

Adopted May 4, 2009