



Volunteer Sign-Up Policy

Board Approved August 17, 2017

Parents are an integral part of supporting the academic environment at ICEF. Therefore, parents are encouraged to volunteer 40 hours per school year. In addition to supporting and encouraging parent volunteerism, each ICEF school must also be sure to follow the proper procedures outlined below in the ICEF Board Approved policy.

1) **School volunteers:**

- Ongoing volunteers must complete a Volunteer Application and submit it to the CRC at the school they will be volunteering.
- Additionally, tuberculosis (TB) clearance must be submitted and is valid for up to 4 years.
- The school can reimburse the volunteer for the TB test through the reimbursement process.
- All volunteers must sign in at the front desk and explain how they will be assisting.

2) **Volunteers who assist in one-time activities:**

- One-time activities might include: chaperoning a field trip, providing clerical functions, a single speaking engagement, attending career day, etc.
- One-time volunteers must have limited contact with students, and be supervised by a certificated employee.
- One-time volunteers do not have to submit a Volunteer Application or TB test.
- All volunteers must sign in at the front desk and explain how they will be assisting.

3) **Ongoing volunteers without direct supervision:**

- Ongoing volunteers with significant contact with students and without direct supervision must also have a Department of Justice (DOJ) fingerprinting test.
- Examples of these volunteers include: mentors, one-on-one tutors, volunteer coaches as well as other volunteers who are not directly supervised by a certificated employee.
- DOJ fingerprinting must be completed according to the process outlined by HR.
- These volunteers must also complete the process for regular school volunteers (Volunteer Application and TB test).
- The school can reimburse the volunteer for the TB and DOJ test through the reimbursement process.
- All volunteers must sign in at the front desk and explain how they will be assisting.