

Westerville City Schools Administrative Guidelines

3120.09 - VOLUNTEER PROCEDURES

Building Responsibilities:

A. **Level 1**

1. Administrator needs to secure the completed volunteer form from the volunteer, Administrator signature is required.
2. Administrator keeps hard copy of the volunteer form in building.
3. Volunteer is now eligible.

B. **Level 2**

1. Administrator needs to secure the volunteer form from the volunteer, Administrator signature is required.
2. Administrator makes volunteer aware that s/he will need a background check and will notify them of procedures to complete.
3. Administrator monitors the Level 2 Volunteers Google docs spreadsheet. Once the volunteer name appears on this spreadsheet, the volunteer is now eligible.
4. Level 2 Volunteer forms are filed in the Human Resources Office.

Volunteer Responsibilities:

A. **Level 1**

1. Secure the Volunteer form from the building, complete the form and have the Building Administrator sign.
2. Volunteer is now eligible.

B. **Level 2**

1. Secure the volunteer form from the building, complete the form and have the building Administrator sign.
2. Complete the background check information on the Secure Volunteer website to have a background check completed.

Background check cost will be paid by the Board of Education based on annual appropriations. A driver's license or State ID is required. Traditionally, background checks may take anywhere from one (1) to thirty (30) days to complete.

3. The volunteer will receive confirmation from the Administrator once the background check is received. If favorable, the volunteer is now eligible.

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