

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

- I. Procedures for the selection and utilization of volunteers and designated volunteers
  - a. School Principal shall include school board 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 HR 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