

**BERMUDIAN SPRINGS SCHOOL DISTRICT
VOLUNTEERS – ADMINISTRATIVE REGULATIONS**

916-AR. VOLUNTEERS

All parents/guardians, community members and other wishing to serve as a volunteer to assist and supplement regular district staff are required by Bermudian Springs School District Policy 916 to have proper paperwork on file in the Administration Office. This includes any volunteer who will have sufficient contact with students such as helping in the classroom or chaperoning a field trip.

I. All volunteers must:

1. Complete a volunteer disclosure sheet. (Form 916) and the Emergency Information Sheet.
2. Negative TB test results.
3. A current (less than 5 years old) Act 34 Pennsylvania State Policy Criminal Record Clearance.
4. A current (less than 5 years old) Act 151 Pennsylvania Child Abuse History Clearance.
5. A current (less than 5 years old) Federal Bureau of Investigation Criminal History Clearance.

II. Distribution of materials for registering as a Volunteer:

The following materials will be made available for volunteers in the Administration Building, at the individual buildings or can be obtained from the District website.

1. Volunteer Information and Instructions
2. Volunteer Registration Form/Disclosure Sheet
3. Emergency Information for Volunteers
4. Required Clearance Forms
5. Volunteer Verification

III. Handling of Volunteer Records:

All volunteer records will be considered confidential information and will be filed in the Administration Building.

A database of volunteers available for assignment will be kept current and made available to all buildings.

Records of successful tuberculosis screening will be maintained.

IV. Enforcement of Policy:

Building principals and secretaries will be responsible for maintaining enforcement of the policy, by checking the database to make sure that all active volunteers have complied with the policy. Volunteers may not be called into service who are not registered in the database.

V. Training and Supervision of Volunteers:

Proper orientation, training and supervision of volunteers will be the responsibility of the building principal, program coordinator or other staff so designated by the principal or program coordinator. Care should be taken to familiarize volunteers with the building in which they are working, including such issues as parking, restroom facilities and appropriate space for a break.

VI. Recognition of Volunteers:

Recognition of volunteer efforts will be the responsibility of each building principal or program coordinator.

VII. Student Volunteers:

Students are 18 or over assisting with school district programs and events are only required to submit Form 6004 for clearance. The teacher, coach or other school employee in charge of the event is responsible for the completion and validation of the clearance form.