



Amelia County Public Schools

VOLUNTEER APPROVAL PROCESS

1. All volunteers must submit an official volunteer application to the Director of Human Resources.
2. All volunteers must complete a Virginia State Police Background Check coordinated through the Director of Human Resources.
3. All volunteers must sign the Amelia County Public Schools Confidentiality Agreement.
4. Once a completed application and background check has been received by the Director of Human Resources, volunteers will be listed on the personnel agenda for official school board approval at the next school board meeting.
5. After receiving school board approval, volunteer names will be added to the list of approved volunteers for Amelia County Public Schools.

VOLUNTEER PROCEDURES

1. The volunteer program operates under the management and supervision of the principal. All volunteers serve at the discretion of the principal.
2. Volunteers must have prior approval from the school principal for a scheduled date and time to volunteer.
3. The volunteer must be willing to accept direction and supervision from school staff.
4. The volunteer may provide assistance to students as directed by the appropriate school supervisor.
5. The volunteer must treat students with fairness, honesty, patience and kindness.
6. The volunteer must set a good example by being courteous and respectful of students and staff.
7. The volunteer must report discipline issues to the appropriate staff member immediately.
8. The volunteer must respect the privacy of students and school staff and must not divulge confidential information.
9. The volunteers may not bring any children with them when volunteering.
10. In the event of a school emergency, the volunteer will follow the school's established safety protocols and will immediately follow the directions of the staff member with whom he or she is working.
11. If these procedures are not followed, the ability to volunteer in Amelia County Public Schools may be revoked.