

# Guidelines for Documentation and Reporting Volunteer Activities

## Documentation

The use of volunteers in Board Policy IFCD has reference to parents and other members of the community who willingly donate services to the schools in the form of assistance to the many phases of school operation for students.

A volunteer hour is one for which the school or school district pays **no monetary remuneration**. A volunteer may serve in any manner determined appropriate by the school.

A volunteer may receive **monetary benefits from another source** during the time that he/she is serving the needs of students. Examples would include job release time for business partners, guest speakers, clergy, and Jr. Achievement volunteers. Also included are AmeriCorps Volunteers, America Reads Volunteers, and other programs outside the district providing benefits to the person. The time, however, is **freely donated to the school or district**.

Volunteers are generally parents; however, many district students and staff are involved in serving their school. Their volunteer hours must take place **outside the school day** and must not be part of a regular school assignment or team. Examples would include school beautification projects, before- or after-school tutoring programs, and office or library help that takes place beyond the school hours. Students should get no course credit for their work.

Recognition of volunteers is encouraged and may include t-shirts, pins, luncheons, game tickets and other modest gifts or rewards which have monetary value but **do not represent a wage**.

Volunteer hours should be recorded by those who serve the school on boards, committees, and other planning groups. Examples would include PTO/PTA, Booster Clubs, S.I.C., and Strategic Planning Committees.

Volunteer hours may also serve **the school and students** but take place away from the school building. Examples would include callers for phone lists, construction of school materials at home, e-mail pen pals as tutor or mentor for a class or student, chaperones for after-school activities.

## **Purposes** \*(As defined in the Administrators Handbook)

There are three broad reasons for using volunteers in the school program. These should help you judge the validity of the volunteer contributions.

Their use makes it possible for the school to provide students with enriched or additional learning experiences through the special skills and interests of parents or other adults in the community.

Volunteers, in many instances, relieve teachers of certain routine duties not requiring any particular expertise and thus free them to devote more time to their professional duties.

Volunteers serve the district need for community input in planning efforts and serve on committees, councils, and study groups. These efforts also build a support base for the needs of schools in the community.

\*Please refer to the **Administrator's Manual** in the area titled Public Relations for considerations and guidelines designed to assist in the **operation** of a volunteer program.