

Douglas Education Service District

Code: **IICC-AR**
Revised/Reviewed: Unknown; 5/07/15
Orig. Code(s): 7100-AR

Volunteers

Procedures for volunteers at the ESD:

1. Volunteers must sign in and out at the reception desk or at a designated spot for the site.
2. Volunteers that work on a regular basis must complete a timesheet to be submitted to ESD's worker's compensation insurer.
3. Volunteers must complete a criminal records check based on criminal history information on file with the state.
4. No volunteer shall have direct, unsupervised contact with students.
5. No volunteer shall handle any materials deemed confidential.
6. No volunteer shall handle any product that could be deemed a hazardous material without proper training. Under no circumstances shall volunteers use any electric or gas powered tools that may cause harm to themselves or others.
7. The ESD is a drug free workplace. Volunteers must read and understand Board policy GBEC - Drug-Free Workplace.
8. Volunteers shall read and sign a Douglas Education Service District Volunteer Form acknowledging these administrative regulations governing volunteers.

Douglas Education Service District – Volunteer Form

Please read the following carefully, sign at the bottom and return to the program supervisor.

1. I understand that I must sign in at the front reception desk or other designated site before beginning my volunteer time. I may be asked to wear a badge if deemed appropriate for the department. I will be asked to sign out when my time is over.
2. I recognize that I may be asked to complete a time sheet if I volunteer on a regular basis.
3. I will not have direct, unsupervised contact with students.
4. I will complete a criminal records check based on criminal history information on me with the state.
5. I shall not handle materials deemed confidential in nature. If I am put in a position in which I am unsure, I will contact my supervisor.
6. I shall not handle any product that could be deemed a hazardous material without proper training. Under no circumstances shall I use any electric or gas powered tools that may cause harm to myself or others.
7. I have read and understand Board policy GBEC - Drug Free Workplace.

Name

Date