

# Lake County School District 7

Code: **IICC**  
Adopted: 8/12/02  
Revised/Readopted: 11/14/11; 1/10/18  
Orig. Code(s): IICC

## **Volunteers**

The Board acknowledges the value of volunteers in the school. The superintendent is directed to implement a volunteer program designed to assist with the instructional program and extracurricular activities consistent with the following requirements:

### **Applications**

All new volunteers will complete the district's Volunteer Application including the Criminal Background Check Verification form, and return it to the district office for processing. This application will remain on file in the district office. See Board policy GCDA/GDDA – Criminal Records Check and Fingerprinting for additional requirements.

All returning volunteers may be required to complete the district's Volunteer Application including the Criminal Background Check Verification form and return it to the district office prior to Board authorization.

### **Supervision**

Volunteers who work with students must be supervised by a licensed staff member.

### **Training**

Volunteers should receive appropriate training or instruction so that their time and efforts will be of value to them and the district.

### **Approval and Assignment**

All persons who volunteer during the regular school day shall be approved by the principal. The principal shall establish a system for the scheduling and assignment of volunteers.

### **Extracurricular Activities**

Volunteers who work with the students in extracurricular activities must be authorized by the Board.

Coaches must obtain approval from the athletic director before any volunteers are scheduled to work with students. The athletic director shall notify in writing both the principal and the superintendent of all volunteers involved in the athletic programs. The superintendent shall place the names of volunteers on the Board agenda for authorization.

## **Volunteer Time Cards**

The Board shall provide Workers' Compensation Insurance for all volunteers while on duty. Each volunteer shall be responsible for recording hours worked on a Volunteer Time Card which shall be submitted to the principal for forwarding to the payroll department each payroll period.

END OF POLICY

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### **Legal Reference(s):**

[ORS Chapter 243](#)  
[ORS 326.607](#)

[ORS 332.107](#)

[OAR 839-020-0005](#)

Fair Labor Standards Act of 1938, 29 U.S.C. §§ 206-207 (2006).