PERSONNEL 03.6 AP.22

Volunteer Recruitment and Assignment

RECRUITMENT

Each school shall develop a plan for the recruitment of volunteers. Recruitment goals shall include but not be limited to:

- Establishing an open, community friendly environment
- Creating an awareness of the need for community participation
- Improving communication between the school and the community
- Developing outreach programs
- Developing orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis

Persons interested in participating in the volunteer program should contact the Principal/designee.

SELECTION/PLACEMENT

The Principal and/or school council shall review data to determine the need for volunteers. Once a need has been identified and approved by the building Principal, the Principal shall screen the volunteers and place them according to the determined need.

ACCOUNTABILITY

Schools shall keep a record of each volunteer's assignment, the hours s/he has volunteered, and the effectiveness of the services provided.