



Approval

Volunteers pay \$25.00 for a Florida Department of Law Enforcement background check with a money order or certified check and submit an application at the school site. **February 1 is the deadline for volunteer applications!**

Orientation

Volunteers are required to attend orientation before the first volunteer assignment.

Sign In Procedures

Everyone entering the school site will be screened using the Visitor Tracking System. A government issued ID is required. Approved volunteer use a Volunteer Logon and log in and out each time they volunteer on the Volunteer Tracking System computer.

Identification

Volunteers receive a permanent yellow volunteer badge when approved. Always wear the identification badge provided by the school.

Conduct

Your appearance in dress and grooming must be appropriate. You are a role model for students. Be respectful, civil and cooperative.

Faith Based Volunteers

Volunteers may not engage in any communication or teaching of students that would influence religious beliefs.

Cell Phones

Volunteers follow school board policy for cell phone usage on school grounds.

Student Confidentiality

Failure to respect the privacy rights of students has legal consequences.

Discipline

Discipline is the responsibility of school staff. Report problems to those in authority.

Classroom Responsibility

Volunteers are never left alone with a student or group of students.

Non-registered Children

Volunteers may not bring children who are not registered at the school with them to volunteer assignments.

Absences

Students depend on you to be prompt and dependable. Call the school if you must be absent.

Student Emergencies

Contact staff when a student is sick or injured. Do not move injured children or provide medication for students.

Protecting our Students

If child abuse and/or neglect is suspected, you are required to provide information to the Florida Hotline 1-800-962-2873. School staff will help you.

If a student talks about harming themselves or others, report the conversation **immediately** to school staff.

School volunteers who witness bullying, teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, racial, sexual, or religious harassment, public humiliation, or destruction of property, must report the incident to school authorities.

Protecting Our Volunteers

Stay in sight of staff when working with students. Appropriate physical contact includes handshakes and hands on shoulders. Volunteers do not have individual contact with students outside of school hours.

Workers' Compensation Protection

Approved volunteers are eligible for workers' compensation benefits while serving the school as a volunteer.

Volunteer Tax Benefits

The background check fee of \$25 is tax deductible and approved volunteers can deduct \$0.14 per mile for travel incurred as part of their volunteer service. Consult your tax advisor for specific information.



Volunteer Opportunities

Tutors

Help students with reading, writing, and math.

Mentors

Encourage and motivate students to improve academically.

Chaperones

Accompany students on field trips.

Classroom Speakers

Share travel, careers, hobbies with students.

Classroom Assistants

Assist school staff with their responsibilities.

Parent Organizations

Support the school through fundraising and advocacy.

Service Learning

Help students provide service to the community.

The School Board of Polk County is proud of the community involvement in our schools. Last year, more than 26,000 volunteers shared more than 801,000 hours of service to our schools, representing a donation of more than \$16 million.

In Polk County, volunteer approval is a privilege. As an approved volunteer, you are a role model for students. You are expected to operate within the boundaries of school board policy and serve at the discretion of the local school.

Volunteers assist school staff to provide an enhanced educational experience for students. You are an important part of the total instructional effort.

I hope that you will find your volunteer experience rewarding. Become an advocate for our district by sharing your positive experiences and encourage others to become involved.

Sincerely,

Sherrie B. Nickell, Ed.D.
Superintendent



Community Involvement
Polk County School Board
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Mission

To ensure rigorous, relevant learning experiences that result in high achievement for our students.

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.
To file concerns, you may contact the Office of Equity & Compliance in the Human Resource Services Division at (863) 534-0513.