

# Volunteer Information & Training

Calhan School District RJ-1

# Thank you for sharing your time and talents with Calhan School!

The evidence is in:

When schools and families work together to support learning, everyone benefits.

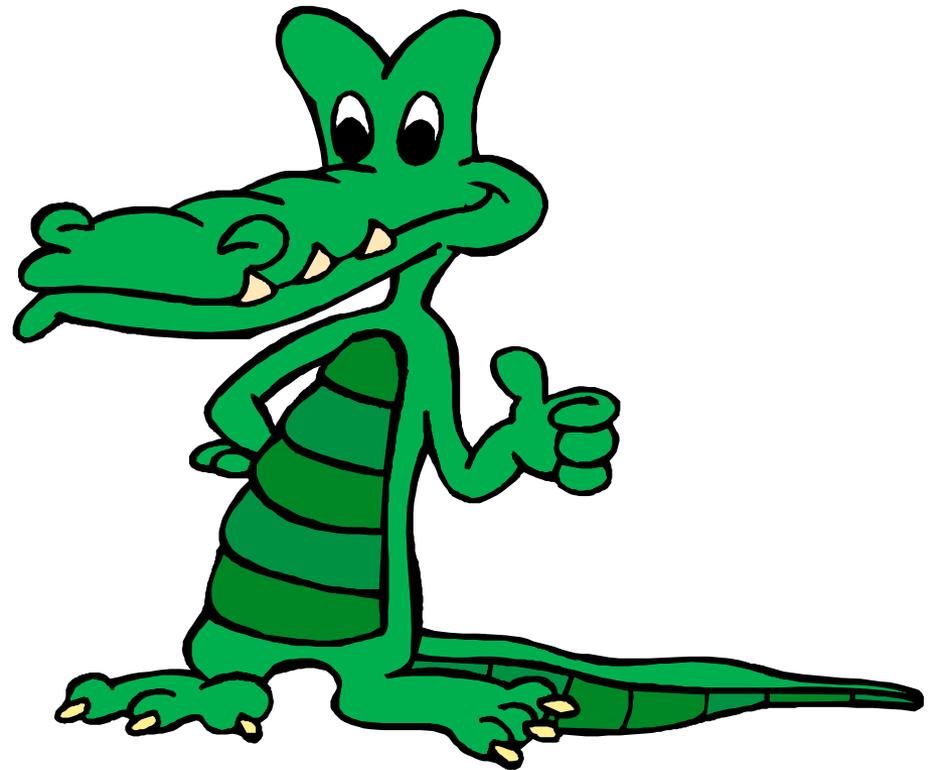
- Students do better in school and in life
- Parents become empowered
- Teacher morale improves
- Schools get better
- Communities grow stronger

# Everyone has a talent and we want you to use yours at our school!

- Working in a classroom
- Serving on a committee
- Working from home
- Organizing events
- Helping at events
- Seeking donations
- Sharing your trade with students

# The list is endless.....

If you're willing to share  
your time & talents,  
we'll use 'em!



# Purpose for Volunteer Approval & Training

- To keep our kids safe
- To provide information about our school and how you can assist staff in providing enriched instruction
- To help you better understand our school programs and processes

# The Volunteer Approval Process

- A copy of Calhan School District RJ-1 *School Volunteers* board policy **IJOC** is given to all potential volunteers
- Potential volunteers have read, signed, and agreed to the terms of the Calhan School District RJ-1 *Volunteer Agreement* board exhibit **IJOC-E**
- Potential volunteers have completed the *Calhan School District RJ-1 Background Screening Notification & Authorization Form* which allows the district to perform an electronic CBI background check while the volunteer is active in the school district
- A \$5.00 fee for the school year which helps cover the cost of the CBI check has been collected
- The approved volunteer has attended the *Volunteer Information & Training* session

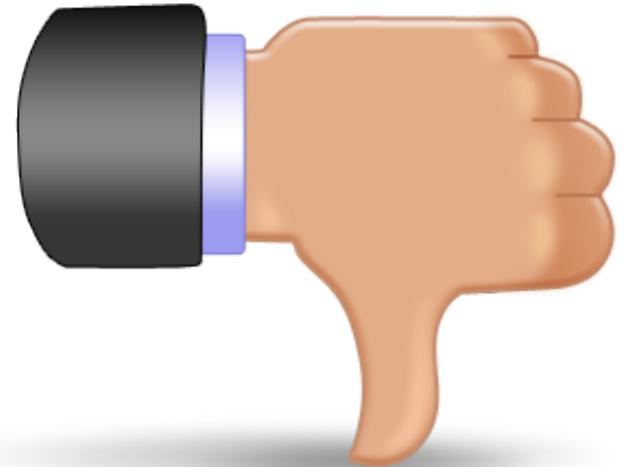
# Who needs the CBI Background Screening?

- Any volunteer who works in the school during the school day
- Any volunteer who attends a school sponsored event as an official helper and students are present

# Volunteer



DOs



and

DON'Ts

# DO

- Help staff perform tasks with or without direct interaction of students
- Keep staff informed of all activities and actions taken while on duty
- Maintain positive and appropriate attitudes and interactions with others
- Treat ALL information gained about students, teachers, and/or parents as confidential
- Stay within sight of staff when working with students

# DON'T

- Grade papers or perform assessments on children
- Discipline students
- Use your time volunteering as a conference or comparison of other children or staff members
- Supervise a individual or group of students without a staff member nearby
- Help a child in the restroom

# IN SUMMARY

Use your best judgment to keep

yourself,

the students,

and our staff

free of potential and/or questionable circumstances.

Calhan School has established guidelines for facility use.

If you are a volunteer who wishes to use our facility, your approval process begins with a *Facility Use Orientation*.

Please watch for these to be posted or contact Derek Burnside, Athletic Director to schedule an appointment.

QUESTIONS?

COMMENTS?

THANK  
YOU

and enjoy your time  
as a volunteer!