

Volunteer Procedures

All elementary school volunteers are asked to sign in and leave some type of identification (ex: driver's license) at the office upon entering the building

- sign-in sheets are located on the office counter

All elementary school volunteers are asked to sign out in the office prior to leaving the building

- volunteers should log the amount of time spent in the building each day

Jr/Sr High School Volunteers are asked to sign in and leave some type of identification (ex: driver's license) in the office prior to working with or assisting students. You will sign in with the teacher or organization you are assisting. You are also asked to sign out prior to leaving the building and log the amount of time spent in the building.

** All volunteers are required to wear identification tags while in school*



Tulpehocken Area School District Volunteer Handbook

Contact Volunteer Coordinators

Bethel Elementary School

717-933-4131

Penn Bernville Elementary School

610-488-6248

Tulpehocken Jr/Sr High School

610-488-6286

**Required Volunteer
Documentation**

The Tulpehocken Area School District recognizes the valuable contributions community volunteers make to the educational program. The basic requirement of volunteer service shall be interest in the educational program, enjoyment in helping children, and a sincere belief that by volunteering, a contribution will be made to learning. ro-

1. Program Policy and Procedure Acknowledgement
2. Volunteer Information Sheet
3. Procedure on Confidentiality
4. Arrest/Conviction Report and Certification Form
5. PA Child Abuse Clearance
6. PA Criminal Record Check
7. FBI Check or Act 153 Affidavit if a PA resident for the past ten years
- *8. Tuberculosis Test (for all coaches regardless of hours and any volunteer who works in the schools more than 10 hours a week)

Paperwork is available in each of the elementary school offices and the high school office.

Volunteer Guidelines (cont.)

- Volunteers shall keep information about students and teachers confidential. Information must not be repeated to friends, relatives, coworkers or other acquaintances.
- Volunteers will refer all potential disciplinary problems to the classroom teacher or appropriate staff member



Types of Volunteers

Casual Volunteer

- an individual who works less than 10 hours a week
- individuals always work in the presence of a teacher/administrator when working with students
- Child Abuse and Criminal Record background checks are required
- TB tests are not required

Volunteer

-an individual who volunteers

more than 10 hours per week

- Child Abuse and Criminal Record background checks are required
- satisfactory TB test

-volunteer coaches

- Child Abuse and Criminal Record background checks are required
- satisfactory TB test

Volunteer Characteristics

- Honest in approach and attitude
- Patient when working with students
- Flexible in responding to student needs
- Friendly to teachers and children
- Supportive of teachers and administration
- Willing to be discreet, sincere, dedicated and punctual
- Appreciative of school efforts to educate all children
- Able to recognize a child's need to improve self-image and independent learning habits
- Willing to communicate regularly with staff, expressing concerns and questions with teacher or supervisor

Volunteer Guidelines

- Volunteers are dependable and punctual
- Volunteers wear identification tags while in school
- Volunteers work under the direction of the school staff
- Volunteers will support teachers, not supplant them
- Volunteers shall work within the rules of the school and district
- Volunteers shall always treat staff, children, parent(s), guardian(s) with respect
- Volunteers shall not criticize or make negative comments in front of students
- Volunteers shall respect cultural differences
- Volunteers must avoid promoting commercial products, religious doctrines, or beliefs