



# Volunteer Services 2024-2025



# Objectives of this training

1. **Tjg k o rqtvcpeg qh xqnwpvggtpi**
2. **Tq rtqxkfg c fgvckngf iwkcpeg vq xqnwpvggtu tgi ctkpi í**

Expectations

Roles

Responsibilities

Critical procedures & practices

3. **Bwknf ujctgf wpfgtuvcpfkpi qh WESD xqnwpvggt Sgtxkegu ykvj c hqewu qp í**  
safety  
the safety of the children and the adults.

# WESD Values...



vjcv vjg cejkgxg o gpv, tgurgev, kpvgitkv{ cpf tgurqpukdknkv{ hqt o vjg hqwpfcvkqp qh **qwt uvtqpi rctvpgtujkr coqpi uvwfgpvu, rctgpvu, eq o o wpkv{, cpf uvchh,** wpkvgf d{ c r cuukqp hqt ngctpkpi.

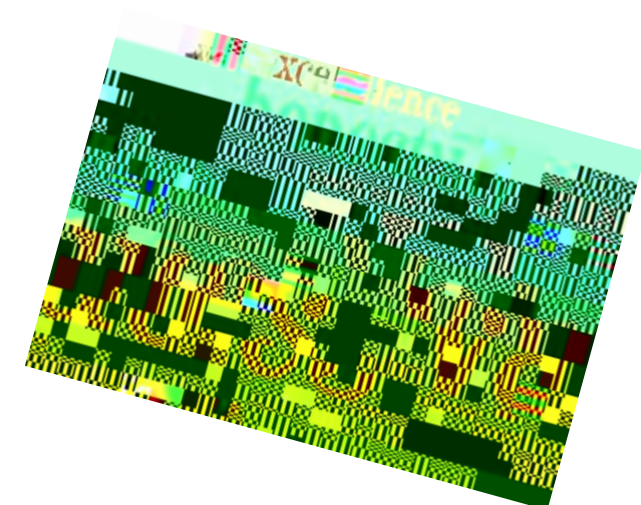
vjg jgcvj, uchgv{, cpf ygnhctg qh **qwt uvwfgpvu, rctgpvu, eq o o wpkv{ cpf uvchh.**

**rctgpvu cu ejknftgp'u hktuv cpf dguv vgcejgtu.**

vgcejgtu yjq vgcej d{ gzc o rng, rtkpekrcnu yjq ngcf d{ gzc o rng, cpf **uwr rqtv uvchh yjq ugtxg d{ gzc o rng.**

uejqnu vjcv ctg uvwfgpv-htkcpf{, **rctgpv-htkcpf{ cpf eq o o wpkv{-htkcpf{.**

vjg eq o o kv o gpv cpf eqpvtkdwvkqpu qh **cmm o g o dgtu** qh qwt fxxgtug uejqnu eq o o wpkv{ - uvwfgpvu, rctgpvu, eq o o wpkv{ cpf uvchh.





# WESD Volunteers



- parents/legal guardians of a student;
- relatives of a student;
- community members;
- business partners; and /or
- volunteer agencies.



# WESD Volunteers matter!

Vqnwpvggtu rtqxkfg c vtg o gpfqwu ugtxkeg hqt vjg uvwfgpvu cpf uvchh qh vjg WESD.

Tjg xctkgf vcngpvu cpf gzrgtvkug qh qwt uvwfgpvuø hc o knkgu cpf qwt eq o o wpkv{ o g o dgtu  
itgcvn{ uwr rqtv vjg uweeguu qh cm uvwfgpvu.

Wjgp uvwfgpvu ugg c uvtqpi eqppgevkqp dgvyggp vjgkt jq o g nkhg, vjgkt eq o o wpkv{ cpf vjgkt  
uejqqn, kv uvtgpi vjggu vjgkt ugpug qh dgnqpi kpi cpf o qvkxcvkqp.

Tjg rtko ct{ dgpghkv qh ugtxkpi cu c WESD xqnwpvggt ku c ugpug qh ucvkucvkqp htq o  
mpqykpi {qw ctg o cmkpi c fkhhtgpeg vjcv uwr rqtvu qwt uvwfgpvuø cecfg o ke cpf  
uqekcn-g o qvkqpcn uweeguu.





# WESD Volunteers can serve as...

Cncuutqq o kpuvtwevkqpcn xqnwpvggt

Vqnwpvggt Cqcej

Cngtkecn Auukucpv Vqnwpvggt

Srgeken Ptqlgevu Vqnwpvggt

Lkdtct{ Vqnwpvggt

Ohhkeg qt Hgcenvj Ohhkeg Vqnwpvggt

Ahvgt Sejqqn Cnwdu/Aevkxkvkgu Vqnwpvggt

Fkgnf Ttkru Cjcrgtqpg

Dkuvtkev Vqnwpvggt





# Who can be a WESD Volunteer?

An adult (at least 18 years of age) approved according to the WESD Volunteer Program requirements as stated in the Volunteer Handbook to provide service as part of a school community and in support of student academic and social emotional success.

WESD defines two, main categories of volunteers: legal guardian and not a legal guardian.

- 1.







# Rgs wktg o gpvu hqt Ann WESD Vqnwpvggtu

Ipenwfkpi ngi en iwetfkepu ugtxkpi cu c Fkgnf Ttkr Cjergtqpg cpf Hki j Sejqn Svwf gpv xqnwpvggtu.



## Pngcug pqvg:

Legal guardians **cpf** those who are not a legal guardian of a student enrolled in the school/volunteer site are required to:

Complete the WESD Volunteer Training available on the Volunteer Opportunities page.

Fill out the Volunteer Application **gcej {gct**

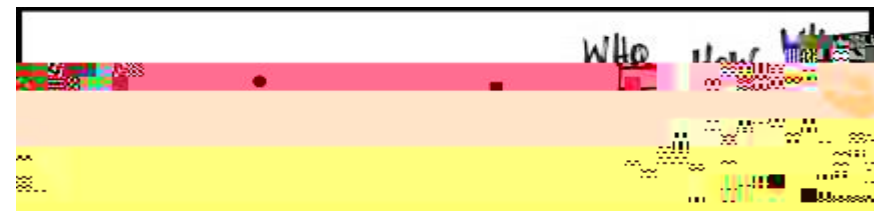
Sign the Vqnwpvggt Aitgg o gpy form **gcej {gct** (*ask office manager to assist you with this document*)

Aitgg vq xqnwpvggt form for a teacher/staff person who signs the **Aitgg o gpy vq Swrgtxkug** a WESD Volunteer form each year

Read and comply with all guidelines in the Volunteer Handbook

Sign in and sign out in the school front office each time volunteering

**Wear Volunteer Badge when on campus**



# Pngcug mggr kp o kp f í



## Legal Guardians and Parents

Require Background screening and Fingerprints to be taken only if attending overnight field trip. This background screening and Fingerprinting will occur **each school year** at no cost to the volunteer.

If a Legal Guardian or Parent is volunteering at their child(s) school or a non-overnight field trip a background screening and Fingerprints is not required.

If Legal Guardian is volunteering outside of the child(s) school then a Background Screening and Fingerprinting is required for any type of volunteering.

## Non Legal Guardians and Non Parents

Require Background screening and Fingerprints for any type of volunteering, including but not limited to volunteering at the school, attending any type of field trip, or coaching etc.

**This Background Screening and Fingerprint will occur each school year at no cost to the volunteer.**

WESD Human Resource department will take care of any kind of background checks.

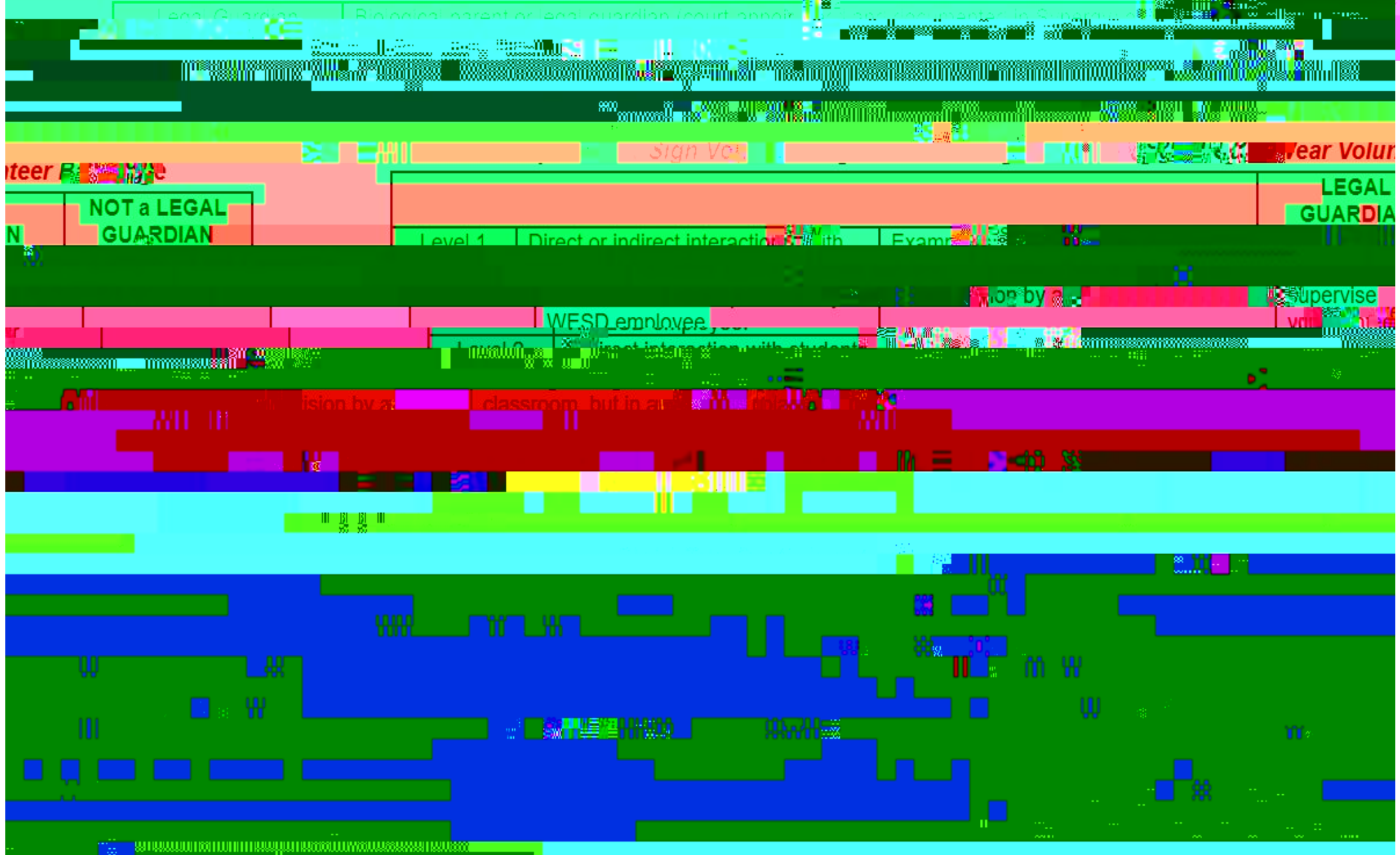
The school(s) will communicate with the HR department directly. You can follow up with either the school or the HR department regarding status of your background check.



# Vqnwpvggt Lgxgnu qh Rgurqpukdknkv {

: Dghkpvkqp qh c Lxgn 1 Vqnwpvggt:

# Two Gate categories of Volunteering







# WESD Volunteers



Ann rgtuqpu yjq xqnwpvggt kp vjg WESD o wuv crn{ cpf tgegkxg crrtqxcn ceeqtfkpi vq vjg tgswktg o gpvu gznckpgf kp vjg Vqnwpvggt Hcpfdqqm **dghqtg** dgikppkpi vq xqnwpvggt.

WESD Vqnwpvggt A itgg o gpv o wuv dg ukipgf d{ gcej xqnwpvggt (*remind office manager*)

Ann xqnwpvggtu o wuv vcmg vjg Vqnwpvggt Ttckpkpi exckncdng qpnkpg **dghqtg uwd o kvvkpi qpnkpg crnkecvkqp.**

Vqnwpvggtu yqtm wfgt vjg uwrgtxkukqp qh Dkuvtkv rtkpekrcnu, vgcejgtu cpf uvchh.







# WESD Volunteers..Guidelines

Ann xqnpvggtu o wuv hqnnq y hqnnq y kpi i wkfgnkpgu vq gpuwtg v jg Dkvtkev uvc{u kp eq o rnkcepg ykvj crnkcedng neyu cpf Dkvtkev rqnkekgu cpf rtqegfwtgu.

## 1. Swrgtxkukqp

Always work under the direct supervision of the appropriate staff member and only with those teachers and/or staff members to whom you are assigned.

“Direct Supervision” means under the direction of and, except for brief periods of time during a school day or a school activity, within sight of an employee.

School volunteers who are not working with students should always work under the general supervision of the appropriate staff member and only with those teachers and/or staff members to whom the volunteer is assigned.

An Agreement to Supervise Volunteer Form must be completed by any employee who supervises a volunteer.

The form must be completed **each school year** for each volunteer the employee may supervise.

## 1. Svdfgpf Ipuvtwevkqp

The suggestions and opinions of volunteers are welcome. However, the staff are responsible by law for the decisions that are made regarding the instruction of students and the management of the school.

**A volunteer is never considered a substitute for a member of the school staff.**

Consequently, volunteers should not provide the curriculum or teaching plan, take charge of the classroom, diagnose student needs, evaluate achievement, or counsel students.

## 1. Rguvtqq o u

For your convenience, staff restrooms are available for volunteers.

Volunteers are not permitted to use student restrooms.





# WESD Volunteers..Guidelines

Ann xqnpvpggtu o wuv hqmqy hqmqy kpi i wkfgnkpgu vq gpuwtg vjg Dkuvtkv uvc{u kp eq o rnkcepg ykvj cr rnkcedng neyu cpf Dkuvtkv rqnkekgu cpf rtqegfwgtu.

## 7. Dtguu cpf Bgjcxkqt

Wear professional clothes.

No distracting attires will be permitted.

## 8. Cqphkfgpvkcnkv{

We ask that you respect the confidentiality of information that students or staff share with you.

If a student shares problems or family matters with you and you feel it is important for the school to know this information in order to assist the student, please share the information with the principal or teacher.

Please be aware that certain laws prevent you from having access to specific types of student information.

## 9. Bcfigu

Please receive and wear the school's volunteer badge at all times while on campus, so students and staff know who you are and why you are on campus.

**Pngcug tgvwtp vjg dcf ig cv vjg gpf qh gcej fc{.**

When a school is having a special event that may involve 50 or more visitors and/or volunteers, the school may use a temporary badge for that event.



# WESD Volunteers..Protections

# If you want to make a difference, then...



**Tcmg v jg Vqnwpvggt Sgtxkegu Ttckpkpi cxckncdng qp WESD ygdukydg dghqtg uwd o kvvkpi cp qpnkpg crrnkecvkqp qt eqpvcev v jg uejqqn y jgtg {qw y qwn r nkmg vq xqnwpvggt hqt i wkfcpeg.**

**Tjg uejqqn y kmn rtqxfkg {qw y kvj uwr rqt v vq eq o rnyvg cpf uwd o kv v jg tgs wktgf fqew o gpvu, kpenwfkpi:**

For a [Legal Guardian](#) of a Student Enrolled in the School/Volunteer Site:

Volunteer Training

Volunteer Application

Volunteer Agreement and Code of Conduct

Teacher or Staff Agreement to Supervise the Volunteer

For Those Who are [Not a Legal Guardian](#) of a Student Enrolled in the School/Volunteer Site:

Volunteer Training available online

Volunteer Application

Volunteer Agreement and Code of Conduct

Teacher or Staff Agreement to Supervise the Volunteer

School Verification of Need for the Volunteer

Reference Form

**Tjg uejqqn y kmn uwr rqt v {qw vq o cmg cp cr rkp v o gpv vq:**

- Complete the fingerprint card and background clearance process, if required. (No cost to the volunteer applicant.)

**Ahvgt eq o rnyvkqp qh v jg Vqnwpvggt Ttckpkpi cpf Bcem itqwpf Cngctcpeg (kh tgs wktgf), v jg uejqqn y kmn eqpvcev {qw vq dgikp vq xqnwpvggt.**

# Volunteer Responsibilities



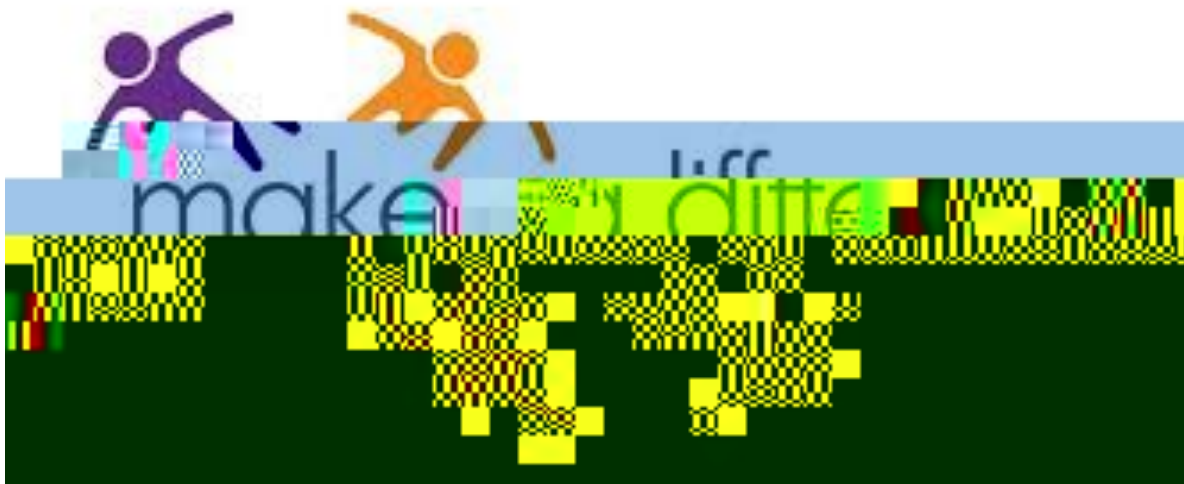
1. Rgcf vjg Vqnwpvggt Hcpfdqqm cpf eqo rn{ ykvj cm Vqnwpvggt Ptqitc o iwifgnkpgu cpf tgswnktg ogpvu rtkqt vq hknkpi vjg crnkckvkqp.

**P.S: Tjg cpuygt vq vjg hktuv vyq swgukqpu kp vjg crnkckvkqp o wuv dg c ÷YESø.**

2. Cq o rnyg vjg Vqnwpvggt Arrnkckvkqp cpf crrtqxcn rtqeguu, kpenwfkpi vjg Vqnwpvggt Ttckpkpi, dghqtg dgikppkpi vq xqnwpvggt.

**Tcmg vjg vtckpkpi exckndng qp fluktkev ygdukvg cpf hkn qvv vjg**

**Ipkvkn crnkckvkqp hqt Vqnwpvggt Pqgn .**





# Synopsis of reminders...



All aspiring volunteers will be required to take the training available on the Volunteer Opportunities page **prior to filling the online application**

The first two questions targeting volunteer training in the application must have a “YES” as an answer to proceed with the application.

You should apply **NOW** to avoid any last minute rush for application clearance.

A new form must be filled out every year.



