

**MANDATORY VOLUNTEER ORIENTATION**

**Volunteer Check List**

Check off these items once you feel they have been explained and you have a basic understanding of them.

- \_\_\_ Confidentiality of all student information
- \_\_\_ Personal responsibilities as a volunteer
- \_\_\_ Job description responsibilities
- \_\_\_ The trial period for new volunteers
- \_\_\_ The time commitment expected
- \_\_\_ Check-in and check-out procedures
- \_\_\_ Key personnel within the school
- \_\_\_ Key locations within the school
- \_\_\_ Pertinent equipment and policies
- \_\_\_ Emergency procedures
- \_\_\_ Dress code

\_\_\_ Legal Statement: A volunteer who is serving as a direct service volunteer in the district is immune from civil liability to the same extent as district employees, provided that the volunteer is following volunteer guidelines.

\_\_\_ District Policy: The District may utilize volunteer assistance. Volunteers shall not be used to usurp, diminish or replace the position or functions of salaried professional or paraprofessional employees.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

Date: \_\_\_\_\_ School: \_\_\_\_\_

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