



ADMINISTRATIVE PROCEDURE

VOLUNTEER SERVICES

4216.6

Procedure No.

December 15, 1998

Date

- I. **PURPOSE:** To establish procedures for the recruitment, screening, orientation, utilization, and recognition of volunteers in the Prince George's County Public School System and to establish the process for annual evaluations of the site-based and system-wide volunteer programs.

- II. **POLICY:** Effective utilization of volunteer services enrich the educational programs in schools and assist with individual student achievement. It is, therefore, the policy of the Board of Education to encourage and welcome community and business involvement through the use of volunteers, who provide time and support for the enhancement of school system programs and activities. (Board Policy 0106)

- III. **DEFINITIONS:**
 - A. Volunteer – Provides a variety of services (e.g., tutoring, mentoring, and field trip sponsorship for the students) without financial remuneration from the school system and is considered an important member of the school or site team.

 - B. Principal – Provides leadership in identifying the volunteer needs and is responsible for the overall direction of a volunteer program in the local school or site.

 - C. Site Administrator – Serves as the manager of a school facility other than a school building and provides leadership in identifying the volunteer needs at the site.

 - D. School System Volunteer Coordinator – Serves as the coordinator of the volunteer program for the entire school system, and assists with the establishment of school volunteer programs.

 - E. Site-Based Volunteer Coordinator – Serves as the principal's site administrator in coordinating program details and providing support to staff members and volunteers.

 - F. Staff Member – Directs work of the volunteer in a specific volunteer activity.

- IV. **PROCEDURES/GUIDELINES:**
 - A. Recruitment



ADMINISTRATIVE PROCEDURE

VOLUNTEER SERVICES

4216.6

Procedure No.

December 15, 1998

Date

1. Effective screening and placement should be a cooperative effort among the school system volunteer coordinator, the principal(s)/site administrator(s), site-based volunteer coordinator(s), and volunteers.
 2. School principals, site administrators, staff members, school-based management teams, parent teacher organizations, and representatives of the business, civic, and religious communities are encouraged to identify current volunteer needs and assist with the recruitment of volunteers.
 3. Program guidelines and ways to effectuate a positive volunteer program should be periodically reviewed by principals, site administrators, school system volunteer coordinator, staff members, and when applicable, volunteers.
- B. Orientation
1. Pre-service training workshops for volunteers will be conducted by appropriate school system personnel.
 2. Site-based volunteer coordinators will participate in scheduled in-service programs conducted by appropriate school system personnel.
- C. Responsibilities
1. School System Volunteer Coordinator – Provides leadership in establishing guidelines for the volunteer program; determines adequate screen procedures for volunteer selection; prepares a volunteer handbook; develops a standardized referral form; conducts on-going in-service training for staff members; conducts pre-service training for volunteers; provides regular and on-going recognition of volunteer services within the County; nominates outstanding volunteers for local, state, and national awards; evaluates the volunteer program; interacts with the community; disseminates information to develop, secure, and match volunteers' skills with site requests; conducts orientation meetings; monitors volunteers; evaluates site-based volunteer programs; and assigns/reassigns volunteers.
 2. Principal or Site Administrator – Develops parent and volunteer goals and needs; assures that each volunteer understands his/her



ADMINISTRATIVE PROCEDURE

VOLUNTEER SERVICES

4216.6

Procedure No.

December 15, 1998

Date

assignment; schedules and established objectives for volunteers; maintains records and ensures that each volunteer has completed all required forms (i.e., Registration Forms, Attendance Forms, etc.).

3. Site-Based Volunteer Coordinator – Assists with recruitment, pre-service training and orientation; maintains volunteer records; arranges for the recognition of volunteer services; and provides leadership for the evaluation of the local volunteer program.
4. Staff Member – Works directly with the volunteer and is responsible for cooperatively establishing objectives with the principal/site administrator, the site-based volunteer coordinator, and the volunteer coordinates the work of the volunteer in a specific activity; provides appropriate materials; and tracks the volunteer's hours.
5. Volunteer – Adheres to Board of Education policies, participates in pre-service workshops and site-based orientations; participates in planning sessions; adheres to agreed upon schedule and duties; conforms to school/site rules and regulations; and respects the confidentiality of student records and school business.

D. Program Evaluation

1. The staff at each site will assist in evaluating its volunteer program (and where applicable, impact on a school's instructional program) and tracking the attendance of volunteers for data that is required for the Maryland State Department of Education's Annual Report, which will be done at the volunteer site and forwarded to the school system volunteer coordinator on a bi-monthly basis.
2. Provisions will be made for volunteers to evaluate the program in which they participated.
3. Summaries of the information obtained from the system-wide evaluation of volunteer services will be distributed throughout the school system and to appropriate community groups.

V. **RELATED PROCEDURES:** Community Involvement: A Handbook for Volunteers.



ADMINISTRATIVE PROCEDURE

VOLUNTEER SERVICES

4216.6

Procedure No.

December 15, 1998

Date

-
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure is maintained by the Division of Instruction and will be updated as needed.
- VII. **CANCELLATIONS AND SUPERSEDES:** This Administrative Procedure cancels and supersedes Administrative Procedure 4216.6, dated July 6, 1994.
- VIII. **EFFECTIVE DATE:** January 4, 1999.

Approved by:
Jerome Clark
Superintendent of Schools

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11