

Partial List of Volunteer Task Assignments

Level 1: Task takes place under supervision and involves little or no student contact;
Level of screening required: (Volunteer Application, training, sign-in/sign-out procedure)

- Clerical Assistants
- Outdoor Projects
- PTO Volunteers
- Resource Speakers
- Senior Project Panelist
- Test Proctor

Level 2: Task takes place under supervision of a certified employee in a classroom or in any other group setting;

Level of screening required: (Volunteer Application, training, personal interview with school staff, sign-in/sign-out procedure)

- Athletic Concession Helpers
- Classroom Helpers
- Classroom Tutors
- Day Field Trip Assistants
- Day Field Trip Chaperones
- Field Day Helpers
- Lunch Buddies
- Reading Buddies
- School Fair Helpers
- Special Olympics
- Athletic/Band Boosters/ Chaperones

Level 3: Task involves direct contact with students under limited supervision by school staff;

Level of screening required: (Volunteer Application, Volunteer Profile Form, training, personal interview with school staff, reference checks, local criminal background check through the Central Office, sign-in/sign-out procedure)

- Reading Buddies – Unsupervised Area
- Tutors in Separate Room
- PTO Officers

Level 4: Task allows unsupervised contact with a student on or off campus;

Level of screening required: (Volunteer Application, Volunteer Profile Form, training, personal interview with school staff, reference checks, local criminal background check through Central Office, fingerprinting, sign-in/sign-out procedure)

- Mentors/Senior Project
- Overnight/Out of Town Field Trip Chaperones
- Volunteer/Activity Bus Driver

(See Task Assignment for Level of Screening Required)

ADOPTION DATE – August 4, 2003

Task Assignment: Clerical Assistants (Supervised)

Responsibilities:

1. Provide help with office duties
2. Answer telephones and direct calls appropriately
3. File information, enter data, type material, and copy materials
4. Sign in and sign out at designated area for each school visit

Location of task: School office or classroom

Training: School orientation, review of task description, and specific instructions on school procedures and policies

Primary contact (school/site based): Office Staff or Classroom Teacher

Level of Screening required: Level 1 (Volunteer Application, training, and sign-in/sign-out procedure)

Task Assignment: Outdoor Projects (Supervised)

Responsibilities:

1. Work on landscape or other outdoor areas of school/site as designed by school representative.
2. Follow safety regulations
3. Do not use any power tools
4. Sign in and sign out at designated area for each school visit

Location of task: Exterior of site

Training: Informational session on scope of project and review of task description

Primary contact (school/site based): School Project Coordinator

Level of Screening required: Level 1 (Volunteer Application, training, and sign-in/sign-out procedure)

Task Assignment: PTO Volunteers (Supervised)

Responsibilities:

1. Work with PTO Board and school officials to raise money for school designated projects
2. Collect and record funds raised for school
3. Sign in and sign out at designated area for each school visit

Location of task: Varies

Training: PTO informational session, review of task description and school orientation

Primary contact (school/site based): Principal and PTO Officers

Level of Screening required: Level 1 (Volunteer Application, training, and sign-in/sign-out procedure)

Task Assignment: Resource Speakers (Supervised)

Responsibilities:

1. Provide information on career opportunities for class
2. Participate in Career Day activities including staffing an informational booth, if requested
3. Discuss topic with teacher or other designated BCPS personnel
4. Offer additional resource information about career, if available
5. Sign in and sign out at designated area for each school visit

Location of task: Classroom

Training: School orientation and review of task description

Primary contact (school/site based): Classroom Teacher or Counselor

Level of Screening required: Level 1 (Volunteer Application, training, and sign-in/sign-out procedure)

Task Assignment: Senior Project Panelist (Supervised)

Responsibilities:

1. Review material prepared by school contact
2. Listen to student presentations on Exit Project
3. Complete evaluation form provided by school contact
4. Sign-in/sign-out at designated area for each school visit

Location of task: Classroom

Training: School orientation and review of task description

Primary contact (school/site based): Senior Exit Project Coordinator

Level of Screening required: Level 1 (Volunteer Application, training, and sign-in/sign-out procedure)

Task Assignment: Test Proctor (Supervised)

Responsibilities:

1. Support classroom teacher during testing
2. Observe students during testing process
3. Provide assistance to classroom teacher as requested
4. Sign-in/sign-out at designated area for each school visit

Location of task: Classroom

Training: School orientation and review of task description

Primary contact (school/site based): Classroom teacher and school testing coordinator

Level of Screening required: Level 1 (Volunteer Application, training, and sign-in/sign-out procedure)

Task Assignment: Athletic Concession Helpers (Supervised)

Responsibilities:

1. Assist in athletic concession stand during sporting events
2. Process cash transactions
3. Work with student volunteers in the concession stand
4. Accompany students to different locations throughout the school campus, if necessary during an event
5. Report any information received from students that indicates potential dangers/hazards for the student (i.e., abuse, neglect, emotional instability) to the designated school contact
6. Sign in and sign out at designated area for each school visit

Location of task: School campus and school building

Training: School orientation, general information on events of the day, location of events, procedures for dealing with student injuries and other school information

Primary contact (school/site based): PTA/School Booster Club officers and school staff as designated

Level of Screening required: Level 2 (Volunteer Application, training, personal interview with school staff, and sign-in/sign-out procedure)

Task Assignment: Classroom Helpers (Supervised)

Responsibilities:

1. Assist classroom teacher with duties including bulletin boards, copying materials, assisting students with simple assignments and other work as appropriate
2. Develop an on-going relationship with students through continual dialogues
3. Provide feedback to classroom teacher about relationships
4. Report any information received from students that indicates potential dangers/hazards for the student (i.e., abuse, neglect, emotional instability) to the designated school contact
5. Sign in and sign out at designated area for each visit

Location of task: Classroom

Training: School orientation, review of task description, and materials provided by classroom teacher

Primary Contact (school/site based): Classroom Teacher

Level of Screening required: Level 2 (Volunteer Application, training, personal interview with school staff, and sign-in/sign-out procedure)

Task Assignment: Classroom Tutors (Supervised)

Responsibilities:

1. Meet with assigned student on a regular basis in the classroom
2. Work with student as assigned by classroom teacher on specific subjects/projects
3. Reinforce and supplement lessons taught by classroom teacher
4. Assist student in improving study skills
5. Encourage goal setting by student
6. Develop an on-going relationship with student through continual dialogue
7. Serve as role model for student
8. Communicate regularly with classroom teacher about student progress
9. Report any information received from student that indicates potential dangers/hazards for the student (i.e., abuse, neglect, emotional instability) to the designated school contact
10. Sign in and sign out at designated area for each school visit

Location of task: Classroom

Training: School orientation, review of task description, and other training as suggested by teacher

Primary contact (school/site based): Classroom Teacher

Level of Screening required: Level 2 (Volunteer Application, training, personal interview with school staff, and sign-in/sign-out procedure)

Task Assignment: Day Field Trip Assistants (Supervised)

Responsibilities:

1. Accompany classroom teacher on day field trips
2. Serve as adult supervisor for a small group of students as assigned by a teacher in a public setting under the supervision of BCPS staff
3. Supervise assigned students throughout the day trip
4. Clarify assigned responsibilities with classroom teacher
5. Report any information received from student that indicates potential dangers/hazards for the student (i.e., abuse, neglect, emotional instability) to the designated school contact
6. Sign in and sign out at designated area for each school visit

Location of task: Field trip locations and school buses

Training: School orientation and review of task description

Primary contact (school/site based): Classroom teacher

Level of Screening required: Level 2 (Volunteer Application, training, personal interview with school staff, and sign-in/sign-out procedure)

Task Assignment: Field Day Helpers (Supervised)

Responsibilities:

1. Assist with events and activities during field day events
2. Accompany students to different locations throughout the school campus
3. Report any information received from students that indicates potential dangers/hazards for the student (i.e., abuse, neglect, emotional instability) to the designated school contact
4. Sign in and sign out at designated area for each school visit

Location of task: School campus and school building

Training: School orientation, review of task description, general information on events of the day, location of events, procedures for dealing with student injuries and other school information

Primary contact (school/site based): Classroom Teacher

Level of Screening required: Level 2 (Volunteer Application, training, personal interview with school staff, and sign-in/sign-out procedure)

Position: Lunch Buddies
(Supervised)

Responsibilities:

1. Meet with assigned student on regular basis
2. Eat lunch with student in supervised setting
3. Develop an on-going relationship with student through continual dialogue
4. Provide feedback to classroom teacher about relationship
5. Report any information received from student that indicates potential dangers/hazards for the student (i.e., abuse, neglect, emotional instability) to the designated school contact
6. Sign in and sign out at designated area for each school visit

Location of task: Cafeteria

Training: School orientation and review of task description

Primary contact (school/site based): Classroom Teacher

Level of Screening required: Level 2 (Volunteer Application, training, personal interview with school staff, and sign-in/sign-out procedure)

Task Assignment: Reading Buddies (Supervised)

Responsibilities:

1. Meet with assigned student on regular basis
2. Read to and with student using materials recommended/assigned by teacher
3. Utilize any other materials suggested/provided by teacher
4. Develop an on-going relationship with student through continual dialogue
5. Provide feedback to classroom teacher about relationship
6. Report any information received from student that indicates potential dangers/hazards for the student (i.e., abuse, neglect, emotional instability) to the designated school contact
7. Sign in and sign out at designated area for each school visit

Location of task: Classroom, media center, cafeteria or other public locations

Training: School orientation, review of task description, and materials provided by classroom teacher

Primary contact (school/site based): Classroom Teacher

Level of Screening required: Level 2 (Volunteer Application, training, personal interview with school staff, and sign-in/sign-out procedures)

Task Assignment: School Fair Helpers (Supervised)

Responsibilities:

1. Assist with events and activities during school fairs including set-up, staffing booths, assisting students and breaking down booths
2. Accompany students to different locations throughout the school campus
3. Report any information received from students that indicates potential dangers/hazards for the student (i.e., abuse, neglect, emotional instability) to the designated school contact
4. Sign in and sign out at designated area for each school visit

Location of task: School campus and school building

Training: School orientation, review of task description, general information on events of the day, location of events, procedures for dealing with student injuries and other school information

Primary contact (school/site based): Classroom Teacher

Level of Screening required: Level 2 (Volunteer Application, training, personal interview with school staff, and sign-in/sign-out procedure)

Special Olympics (Supervised)

Responsibilities:

1. Assist events and activities during Special Olympics by coordinating event venues, judging place finishes, and awarding ribbons
2. Direct and assist student athletes in moving from event venue to event venue
3. Report any information received from students that indicate potential dangers/hazards for the student (i.e., abuse, neglect, emotional instability) to the designated school contact
4. Sign in and sign out at the volunteer registration table

Location of Task: School campus (i.e. athletic fields, track, etc.)

Training: Pre-event orientation as needed, review of task description, general information and directions given at check-in on the day of the event, individual venue directors will give specific training prior to the beginning of the event

Primary Contact: Special Olympics Volunteer Coordinator, Special Olympics Coordinator, and Event Director

Level of Screening Required: Level 1 (Volunteer application, training, sign in and sign out procedure)

Note: Volunteers involved in activities which involve more than a one day event (i.e., coaching/chaperoning at regional or state games) should undergo Level 3 or 4 screening

Athletic/Band Boosters/Chaperones (Supervised)

Responsibilities:

1. Assist in athletic concession stand during sporting events
2. Process cash transactions
3. Work with student volunteers in the concession stand
4. Accompany students to different locations throughout the school campus, if necessary during the event
5. Report any information received from students that indicates potential dangers/hazards for the student (i.e., abuse, neglect, emotional instability) to the designated school contact
6. Sign in and sign out at designated area for each school visit

Location of task: School campus and school building

Training: School orientation, general information on events of the day, location of events, procedures for dealing with student injuries and other school information

Primary contact (school/site based): PTO/School Booster Club officers and school staff as designated

Level of Screening required: Level 2 (Volunteer Application, training, personal interview with school staff, sign-in/sign-out procedure)

Task Assignment: Day Field Trip Chaperones (Unsupervised)

Responsibilities

1. Accompany classroom teacher on day field trips
2. Serve as adult supervisor for a small group of students as assigned by teacher without BCPS staff supervision
3. Supervise assigned students throughout the day trip
4. Clarify assigned responsibilities with classroom teachers
5. Report any information received from student that indicates potential dangers/hazards for the student (i.e., abuse, neglect, emotional instability) to the designated school contact
6. Sign in and sign out at designated area for each school visit

Location of task: Field trip locations and school buses

Training: School orientation and review of task description

Primary contact (school/site based): Classroom Teacher

Level of Screening required: Level 2 (Volunteer Application, training, personal interview with school staff, sign-in/sign-out procedure)

Task Assignment: Reading Buddies (Unsupervised)

Responsibilities:

1. Meet with assigned student on regular basis
2. Read to and with student using materials recommended/assigned by teacher
3. Utilize any other materials suggested/provided by teacher
4. Develop an on-going relationship with student through continual dialogue
5. Communicate regularly with classroom teacher about student progress
6. Report any information received from student that indicates potential dangers/hazards for the student (i.e., abuse, neglect, emotional instability) to the designated school contact
7. Sign in and sign out at designated area for each school visit

Location of task: Separate isolated room, media center, or other area not under direct supervision of the classroom teacher/BCPS personnel

Training: School orientation, review of task description, and other training as suggested by teacher

Primary contact (school/site based): Classroom Teacher

Level of Screening required: Level 3 (Volunteer Application, Volunteer Profile Form, training, personal interview with school staff, reference checks, local criminal background check through Central Office, and sign-in/sign-out procedure)

Task Assignment: Tutors (Unsupervised)

Responsibilities:

1. Meet with assigned student or small group of children on regular basis
2. Work with student as assigned by classroom teacher on specific subjects/projects
3. Reinforce and supplement lessons taught by classroom teacher
4. Assist student in improving study skills
5. Encourage goal setting by student
6. Develop an on-going relationship with student through continual dialogue
7. Serve as role model for student
8. Communicate regularly with classroom teacher about student progress
9. Report any information received from student that indicates potential dangers/hazards for the student (i.e., abuse, neglect, emotional instability) to the designated school contact
10. Sign in and sign out at designated area for each school visit

Location of task: Classroom, media center, or other area not under direct supervision of classroom teacher/BCPS personnel

Training: School orientation, review of task description, and other training as suggested by teacher

Primary contact (school/site based): Classroom Teacher

Level of Screening required: Level 3 (Volunteer Application, Volunteer Profile Form, training, personal interview with school staff, reference checks, local criminal background check through Central Office, and sign-in/sign-out procedure)

Task Assignment: PTO Officers (Limited Supervision)

Responsibilities:

1. Help with school fundraisers by organizing and supervising activities
2. Collecting, counting, and depositing monies collected from fundraisers
3. Writing checks on PTO account and making withdrawals from the same account (Treasurer)
4. Sign-in and sign-out at designated area for each school visit

Location of task: varies

Training: Review of task description and school orientation

Primary contact (school/site based): Principal

Level of Screening required : Level 3 (Volunteer Application, Volunteer Profile Form, training, personal interview with school staff, reference checks, local criminal background check through Central Office, and sign-in/sign-out procedure)

Task Assignment: Mentors/Senior Project (Unsupervised)

Responsibilities:

1. Meet with assigned student on a regular basis
2. Work with assigned student on academic assignments
3. Engage in social activities with student on and off school campus
4. Develop an on-going relationship with student through continual dialogue
5. Serve as role model for student
6. Communicate regularly with classroom teacher, counselor, social worker or other designated school personnel
7. Communicate regularly with student family members, if appropriate
8. Report any information received from student that indicates potential dangers/hazards for the student (i.e., abuse, neglect, emotional instability) to the designated school contact
9. Sign in and sign out at designated area for each school visit

Location of task: School campus and other non-school locations

Training: School orientation, review of task description, and additional informational session deemed appropriate by school personnel

Primary contact (school/site based): Classroom teacher, social worker, counselor or other designated school personnel

Level of Screening required: Level 4 (Volunteer Application, Volunteer Profile Form, training, personal interview with school staff, reference checks, local criminal background check through Central Office, fingerprinting, and sign-in/sign-out procedure)

**Task Assignment: Overnight/Out of Town
Field Trip Chaperones
(Unsupervised)**

Responsibilities:

1. Chaperone group of students as assigned by teacher/school contact
2. Serve as adult supervisor for assigned group of students
3. Stay in hotel/dormitory room with students unsupervised by school personnel
4. Assist school personnel with students
5. Accompany students to events, sites and other activities
6. Clarify responsibilities with teacher/school contact
7. Maintain confidentiality of student information
8. Serve as a role model for student
9. Communicate regularly with teacher/school contact
10. Report any information received from student that indicates potential dangers/hazards for the student (i.e., abuse, neglect, emotional instability) to the designated school contact

Location of task: Field trip locations

Training: School orientation, review of task description, and additional informational session deemed appropriate by school personnel

Primary contact (school/site based): Principal, teacher, student/club advisor

Level of Screening required: Level 4 (Volunteer Application, Volunteer Profile Form, training, personal interview with school staff, reference checks, local criminal background check, fingerprinting, and sign-in/sign-out procedure)

Task Assignment: Volunteer/Activity Bus Driver (Unsupervised)

Responsibilities:

1. Transport student to appointments or home as designated by school personnel
2. Transport student to and from field trips
3. Transport student in volunteer vehicle
4. Assure that parent consent has been obtained
5. Provide information on insurance and valid driver's license to designated school contact
6. Report any information received from student that indicates potential dangers/hazards for the student (i.e., abuse, neglect, emotional instability) to the designated school contact
7. Burke County Public Schools does not provide liability insurance for private drivers and vehicles transporting students
8. Sign in and sign out at designated area for each trip

Location of task: Volunteer's vehicle

Training: School orientation, review of task description, and additional informational session deemed appropriate by school personnel

Primary contact (school/site based): Principal

Level of Screening required: Level 4 (Volunteer Application, Volunteer Profile Form, training, personal interview with school staff, reference checks, local criminal background check, fingerprinting, evidence of proper insurance, valid driver license, driving history check, and sign-in/sign-out procedure)