

Westerville City Schools

Administrative Guidelines – Policies 3120.09 & 4120.09 Volunteers

When a parent/guardian/community member expresses an interest in becoming a volunteer in the Westerville City School district, the following procedures are to be followed: (each year)

Definitions:

Level 1 – Supervised Building Volunteer

Directly supervised by district staff. e.g. classroom volunteer. District/building ID badge required.

Level 2 – Unsupervised Building Volunteer or Chaperone

Has possible unsupervised access to child(ren), e.g. library helper, after school club leader, or overnight trip chaperone. District/building ID badge required.

Steps to becoming a Volunteer:

In order to volunteer at a Westerville City School, please visit the district website or school office for complete volunteer information each year and follow the steps below:

Level 1 - Supervised Building Volunteer

1. Print and complete the Volunteer Statement form (yearly)
2. Read Policy 3120.09 or 4120.09
3. Submit the completed volunteer statement to the building principal to personally sign.
4. If applying to be a Level 1 Volunteer, complete the volunteer statement form and submit it to the building principal for their signature. The principal will add you to the approved Level 1 volunteer list and you may begin volunteering immediately.

Level 2 - Unsupervised Building Volunteer or Chaperone

1. Print and complete the Volunteer Statement form (yearly)
2. Read Policy 3120.09 or 4120.09
3. Submit the completed volunteer statement to the building principal to personally sign.
4. If applying to be a Level 2 Volunteer, complete the volunteer statement form and submit it to the building principal for their signature. Level 2 Volunteers are also required to pass a BCI & FBI background check through WCS at the volunteer's expense. (approx. \$50 cash/check) The background check is good for 5 years as long as you remain an Ohio resident.
5. Call the district receptionist at 797-5700 to schedule the background check. No walk-ins or same day appointments are accepted.
6. Take the signed volunteer statement and a driver's license or State ID with you to your background check appointment. BCI & FBI checks may take anywhere from one to more than sixty days to complete.
7. The building principal monitors the Level 2 Volunteer spreadsheet to verify the names of approved volunteers. The Level 2 volunteer may not begin volunteering until their name appears on the Level 2 spreadsheet.
8. After ten days, a volunteer may contact the school office to verify if their name appears on the Level 2 spreadsheet.

Administrator Instructions:

Volunteers are required to complete the volunteer statement form each year.

The Administrator which is responsible for determining if a particular activity warrants a Level 1 or Level 2 volunteer status. If the volunteer checks the Supervised Volunteer (Level 1) but will be serving in a capacity that has possible unsupervised access to children, then this volunteer would actually be a **Level 2** and a BCI & FBI background check is required every 5 years through WCS (at their expense).

Level 1:

- If the volunteer checks the **Supervised Volunteer (Level 1)** and will be serving in a capacity that is directly supervised by district staff, then an Administrator personally signs the Volunteer Statement.
- Add the new volunteer to the Level 1 spreadsheet in GoogleDocs
- Send the signed Volunteer Statement form to Human Resources.
- The volunteer may begin serving immediately once the Administrator has added them to the Level 1 spreadsheet.

Level 2:

- If the volunteer is applying for a Chaperone (Level 2) or Coach Volunteer (Level 2) and will be serving in a capacity that may have unsupervised access to child(ren), then a background check is required every 5 years through WCS (at volunteer's expense).
- Coaching Volunteers are required to complete additional coaching prerequisites.
- The Administrator personally signs the Volunteer Statement and advises Volunteer to contact the district receptionist (797-5700) to schedule the background check. The Volunteer takes the signed Volunteer Statement and a driver's license or State ID with them to their background check appointment. No walk-ins or same day appointments are accepted.
- The volunteer **MAY NOT** begin serving until they have completed the background check with WCS and their name appears on the Level 2 spreadsheet in GoogleDocs. This process may take anywhere from one to more than sixty days to complete.
- Administrator monitors the Level 2 Volunteer Google Docs spreadsheet for a favorable background check. Once the volunteer's name appears on this spreadsheet, the volunteer is now able to begin volunteering.
- After ten days, a volunteer may contact the school office to verify if their name appears on the Level 2 spreadsheet.