

KKA –R-VOLUNTEER SERVICE AGREEMENT

This Volunteer Agreement is made and entered into between School District #24 and

_____, Volunteer. For purposes of this agreement, a volunteer is: *a person who works on a regular consistent schedule at school sites or other educational facilities to support the efforts of professional personnel. Such an adult volunteer worker will serve in that capacity without compensation or employee benefits of any type. The Volunteer may only work with students as long as a certified supervisor is present. Volunteers are not to assume more than an assisting role.*

SECTION ONE

Purpose of Agreement: The purpose of this agreement is to define the agreement between the school district and the Volunteer. This agreement does not establish an employer/employee relationship. The school district designates _____ as the supervisor for Volunteer _____.

SECTION TWO

Scope of Work: A description of the activities the Volunteer will be performing and the approximate volunteer schedule is:

SECTION THREE

Payment: Volunteers will not be paid for services described in Section Two.

SECTION FOUR

Term: Performance shall commence upon execution of this agreement and shall terminate on/at

_____.

SECTION FIVE

Training: The Volunteer should receive the minimum training necessary to enhance their service. The emphasis should be on training which is specific to volunteer activities and which can be immediately applied to the volunteer position. Mandatory training includes review of the following district policies:

GBA-NON DISCRIMINATION
JBA-DISTRICT PHILOSOPHY OF ACTIVITIES;
JBAB-SEXUAL HARASSMENT;
JFC-STUDENT CONDUCT;
JGB-RESPONSIBILITY FOR STUDENT DISCIPLINE;
And other policies as assigned by his/her supervisor.

The policies are attached to this application and signature on this agreement indicates that you have read and understand the policies assigned.

SECTION SIX

Materials and Equipment to be Furnished by the School District: Supplies, materials, and equipment will be furnished to the Volunteer to make performance of his service possible. The Volunteer will exhibit due diligence toward its care and use. Lost or stolen property will be reported immediately to the Volunteer's supervisor. The School District shall own papers and end products that are produced by the Volunteer as part of this agreement.

Interviews, Orientation, Supervision, and Record-Keeping:

The Volunteer Interview should provide both the Volunteer and the School District the opportunity to express their expectations. The Volunteer may be seeking an opportunity for service to others; skill building; experience, contacts, references, or social exchange. When both parties agree on the scope of the Volunteer service, the Volunteer agreement should be completed and signed.

Orientation is as important for the Volunteer as it is for new employees and should include the same information. Volunteers can be much more effective when they understand the School District's goals, objectives, in-house policies, and in-house procedures.

The Orientation Session includes:

A Background Check at the School District's expense;
Informing the Volunteer of programs and services provided by the School District;
Familiarizing the Volunteer with the facilities to be used;
Introducing the Volunteer to co-workers;
Covering school district policies relating to dress, telephone usage, parking, school equipment, school hours, break areas, and Volunteer procedures regarding absences.

Supervision: Volunteers must receive adequate supervision. A record of the number of hours volunteered and the accomplishments reported must be kept by the Volunteer's supervisor. Volunteer

services are ended when the Volunteer agreement is terminated by either party. Unsatisfactory performance by a Volunteer is grounds for termination of the Volunteer agreement.

Record-keeping: Many Volunteers seek qualifying experience. As such, they expect detailed information on Volunteer positions held including: starting and ending dates; record of hours volunteered; accomplishments; training received; and special awards/commendations. At the termination of the Volunteer Agreement, or upon the request or need of the Volunteer, the responsible supervisor shall write a letter including a description of the Volunteer Services and period of service; and, notation of the Volunteer's performance.

SECTION SEVEN

MODIFICATIONS AND TERMINATIONS: This agreement may be modified at any time, in writing concerning any matter in this agreement. Both parties must sign all modifications to be deemed part of this agreement. This agreement will continue in force for the term stated in **Section Four** unless canceled or terminated by either party. This agreement may be canceled or terminated without cause by either party at any time upon written notice. In the event of termination the Volunteer shall return any and all School District supplies and equipment to his/her appropriate supervisor in an expeditious manner.

VOLUNTEER APPLICATION

Please PRINT or TYPE the following information and return it to:

Volunteer Programs, School District #24 Administration Office, 112 West Third, Shoshoni, WY 82649

First Name _____ Last Name _____

Mailing Address _____

Phone: () _____

SSN: _____

In case of an EMERGENCY, please call: _____

Phone: _____

Relationship: _____

Mailing Address: _____

I would prefer to work with (circle one): ELEMENTARY SECONDARY students

My special interests are: _____

PLEASE NOTE: Falsifying answers to these next two questions is a misdemeanor.

Have you ever been convicted of, pled guilty to, entered an Alford plea, or pled *nolo contendere* to a felony or misdemeanor related to sexual misconduct?

____ Yes ____ No

Has a finding of probable cause of child abuse by any state agency been entered against you?

____ Yes ____ No

If you did answer "Yes," to either or both questions, please provide details in the space below.

I have read and understand the policies as presented to me.

_____ (Volunteer)

_____ (School District Designee)