



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### **Board Policy Statement**

#### **6162.40 - Volunteers**

Approved on October 16, 2017

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It is the policy of the New Britain Board of Education that non-custodial individuals and external organizations who volunteer their services to the school district on an ongoing basis be screened by the Talent Development Office according to established procedures.

These volunteers must complete a volunteer application packet, undergo a criminal background screening and then be approved for selection as a volunteer by the Talent Development Office.



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### **Administrative Procedure**

#### **6162.40 - Volunteers**

Approved on October 16, 2017

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#### **Procedures for the use of volunteers**

- All non-custodial individuals who wish to volunteer their services to the school district on an ongoing basis for any activity must submit a volunteer application packet, available from the Talent Development Office website, to the administrator who will oversee the activity of the volunteer.
- The Administrator(s) responsible for overseeing the activity for which volunteer services will be rendered will review the applications, conduct interviews if necessary, and submit application packets to the Talent Development Office for approval.
- The Talent Development Office will screen applications. A criminal background screening will be conducted, at the expense of \$15 or less to the volunteer. An outside vendor may choose to cover the fees for their volunteers. The Superintendent may waive the processing fee when he/she feels it is needed. If records are returned that require further investigation the volunteer will pay for the additional fees. A Department of Children and Families Child Abuse and Neglect Registry check will be conducted.
- Volunteers will serve at the direction and under the supervision of the administrator in charge of the activity.
- No volunteers may receive monetary compensation from any source for providing their services to the school district.
- Volunteers will receive training regarding school district policies and procedures as necessary from their supervising administrator.
- A central list will be maintained by the Talent Development Office.
- The supervising administrator will confirm an individual is approved before they begin volunteer activities.
- At the school level, an annual list will be maintained. School lists will be provided to the Talent Development office upon request.