

# The Center for Creativity, Innovation and Discovery

## Volunteer Policy & Agreement

The Center for Creativity, Innovation and Discovery (“CCID”) recognizes that volunteers are a vital part of the success of the school. Volunteers working alongside teachers, students, and administrators help to establish a school community based on service and dedicated to recognizing and utilizing the talents, resources, and creativity of the school’s parent body and the larger community.

This Volunteer Policy defines the expectations, responsibilities, and limitations of school volunteers, and explains the legal requirements of confidentiality, limits to authority and control and the use of school property. The Center for Creativity, Innovation and Discovery affirms that student records, employee records, The Center for Creativity, Innovation and Discovery proprietary information and work products, as well as certain other information and property and private by law and school policy and school has various duties to maintain and protect confidentiality.

The Executive Director, as the Chief Executive Officer, has the duty to ensure that all volunteers are approved before service is provided as required by law (UCA 53A-3-410 and UCA 67-20) and as required by the school’s insurance companies. The School has duty to monitor volunteer behavior and actions.

### **Definitions:**

*Volunteer:* A person who donates a service to the school, requested and approved by school without pay or compensation, except for reimbursement of expenses actually and reasonably incurred as approved by CCID.

*Approval of Volunteers:* The Executive Director shall ensure approval of all CCID volunteers. The Administration shall ensure that all volunteers who perform work on behalf of the school are properly authorized for the work that they perform. All volunteers upon entry to campus will obtain Raptor visitor clearance, and wear badges. It is within the Director’s discretion to withdraw volunteer authorization at any time, or for any reason, deemed by the Director, to be in the best interests of the school and or students.

For approval, prior to volunteering, all volunteers must sign an agreement that authorizes them to work at the school. That agreement shall include:

- A description of potential work;
- A statement of confidentiality requirements;
- The volunteer’s agreement to undergo a criminal background check, if CCID determines that the Volunteer will have unsupervised access to students and / or volunteer to be a field trip driver; or at the school’s discretion.

## **Approved Volunteer Status**

Properly approved volunteers are considered “employees” for purposes of liability protection and worker’s compensation (UCA 67-20-3).

## **Limitations of Volunteers**

CCID volunteers, are not authorized to make autonomous decisions, but operate at the discretion of school administration and staff. Volunteers must follow all CCID Board-approved policies and at the direction of administration and staff. School sponsored events must be authorized in advance through Administration or other authorized channels.

## **Volunteer Records**

CCID’s Administration, or its designee, shall ensure that *Volunteer Agreements* are kept on file for each volunteer, and shall ensure that a list of authorized volunteers is kept at the school at all times.

## **The Center for Creativity, Innovation and Discovery Volunteer Agreement (2020-2021)**

*Dear CCID Volunteer:*

Thank you for your interest in volunteering in our school. The Center for Creativity, Innovation and Discovery, “(CCID)”, provides the following guidelines for all who wish to volunteer their time for our school. Volunteers may have direct contact with students and serve in classrooms, on field trips, in the office area, or on the play fields, as assigned.

*CCID expects all volunteers to follow the following guidelines:*

- 1) Volunteers check in at the office, obtain Raptor clearance and wear a school-issued badge or sticker, every day, before providing service and while on campus.*
- 2) Volunteers are requested to silence cell phones while on campus and ensure they do not disrupt or distract.*
- 3) Volunteers may only take pictures, videos, images or documentation of children or CCID staff members for educational purposes. The Executive Director has the authority to enforce this at the Executive Director’s discretion.*
- 4) Volunteers may not bring non-student children to school while serving on campus.*
- 5) Volunteers use adult restrooms only, located in the hallway.*
- 6) Volunteers must maintain confidentiality regarding information obtained during volunteer time.*
- 7) Volunteers must respect the privacy of everyone in the classroom/school/playground/office. Volunteers are to help with activities under a teacher’s direction and within the classroom / project location.*
- 8) Volunteers must refer student behavior to a teacher or staff member.*
- 9) CCID is authorized to require that the Volunteer undergo a criminal background check.*

The below named “Volunteer” is authorized to perform work on behalf of the school, *under the direction and with the prior approval of the Executive Director, or designee. Examples include:*

- Assisting teachers in classrooms
- Assembling and moving equipment, furniture, and supplies
- Assistance at school events
- Contacting The Center for Creativity, Innovation and Discovery employees, families, and vendors about school events and other information
- Receiving cash donations or payments for fundraising sale items
- Assisting with the school library under the direction of the School Administration and staff
- Marketing or PR activities
- Other tasks as requested by teachers or CCID Administration

The below named “Volunteer” acknowledges and agrees to the following:

- The Volunteer will not disclose student names or information, enrollment lists or any other information relating to the Center for Creativity, Innovation and Discovery or The Center for Creativity, Innovation and Discovery’s parties, including students, parents, and / or employees, collectively referred to as Confidential Information, to any third party;
- The Volunteer may be given access to CCID property which must be surrendered to CCID upon the school’s request;
- CCID is authorized to require that the Volunteer undergo a criminal background check.

