

NEIGHBORIMPACT HEAD START & EARLY HEAD START

Policy & Procedure

Section: Program Design & Management	PC Approval Date: 1/19/2017
Title: Volunteers	Updated:
Policy #: HS-86	NI Board Approval: 9/12/19
Forms Required: Volunteer Sign-In sheet	
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Policy: The NeighborImpact Head Start program makes available a variety of opportunities for parents and community members to participate in the program as volunteers. **Volunteers are never left alone with children in the program.**

Purpose: The program provides meaningful volunteer experiences in areas such as classroom support, food services, office support, and governance in order to build strong community partnerships, provide learning opportunities for college students, provide opportunities for families of enrolled children to increase their knowledge and leadership skills, and to support to the needs of the Head Start program.

Definitions:

Parent/Guardian/ Family Member Volunteer- A parent/guardian of a child enrolled in the Head Start program and is performing uncompensated duties for the primary benefit of the program.

Community Volunteer- A community member who assists the program with program activities and/or events.

Community Partner Volunteer- A person who assists the program as a representative of an agency or educational institution partnering with the Head Start Program. For example- OSU and COCC Students, Special Friends, or SMART.

Procedure:

1. Volunteer Coordinator receives volunteer application.
2. Volunteer Coordinator emails site lead to inform them a volunteer has been assigned to their site.
3. Volunteer meets with the Site Lead, assigned supervisor, or staff member to participate in an orientation to their volunteer duties, trains volunteer on site expectations, provides a site tour, and how to sign in and out of the classroom.
4. Each volunteer logs their hours on the **Volunteer Sign-In Sheet**.
5. Site Lead ensures volunteer sign in sheets are accurately filled out, scans/emails to Volunteer Coordinator on the last day of the month.
6. Education Manager extracts volunteer data from ChildPlus and reports volunteer time on the monthly Program Report Card.
7. Education Manager reports volunteer in-kind annually to the fiscal department.

Details of volunteer requirements and responsibilities based on classification are as follows:

Parent/Family Volunteers An individual who performs uncompensated duties for the Head Start program **four (4) or more hours a week.**

1. Complete a program volunteer orientation, at their Head Start site
2. Watch volunteer video
3. Complete TB Screening Form
4. Review and sign Standards of Conduct Form
5. Review and sign Confidentiality Statement
6. Review and sign Dress Code

7. Review and sign Photo Release Form
8. Site Lead collects all signed paperwork and sends to Volunteer Coordinator
9. Log all volunteer hours by signing in and out on the Volunteer Sign-In Sheet

Community Volunteers

1. Complete a NeighborImpact Volunteer Application
2. Volunteer coordinator verifies applicant has satisfactorily passed background check facilitated by NeighborImpact.
3. Volunteer Coordinator emails Site Lead to inform them a volunteer has been assigned at their site
4. Volunteer meets with Site Lead to complete a volunteer orientation at the assigned Head Start site
5. Watch volunteer video
6. Complete TB Screening Form
7. Review and sign Standards of Conduct Form
8. Review and sign Confidentiality Statement
9. Review and sign Dress Code
10. Review and sign Photo Release Form
11. Site Lead collects all signed paperwork and sends to Volunteer Coordinator
12. Log all volunteer hours by signing in and out on the Volunteer Sign In Sheet

Community Partner Volunteers

1. Complete a NeighborImpact Volunteer Application
2. Volunteer coordinator verifies background screen with partnering agency
3. Volunteer Coordinator emails Site Lead to inform them that a volunteer has been assigned to their site
4. Volunteer meets with Site Lead to complete a volunteer orientation at the assigned Head Start site
5. Watch volunteer video
6. Complete TB Screening Form
7. Review and sign Standards of Conduct Form
8. Review and sign Confidentiality Statement
9. Review and sign Dress Code
10. Review and sign Photo Release Form
11. Site Lead collects all signed paperwork and sends to Volunteer Coordinator
12. Log all volunteer hours by signing in and out on the Volunteer Sign In Sheet

- No volunteer is ever left alone with children while volunteering for the Head Start program.
- Volunteers must be at least 13 years old