



# **PULASKI COMMUNITY SCHOOL DISTRICT**

## **VOLUNTEER HANDBOOK**

## Welcome

Welcome to the Pulaski Community School District (PCSD). On behalf of the students and staff, we want to thank you for your interest in volunteering with the PCSD. Since its inception, the PCSD has embraced a relationship with the community. As part of our district philosophy, we believe in the value of working with those in our district to not only benefit our schools, but to benefit our community as well.

Without the support from members of the community, we could not be successful. We're glad that you've chosen to contribute positively to the PCSD!

## Opportunities for Volunteers

The PCSD recognizes the talents and abilities of the members of the surrounding area provides many opportunities to aid and enhance the learning experience of our students. There are many opportunities to become involved in our school district, from one-time events to programs that meet weekly.

Requirements of volunteers vary based upon the duties of volunteers and interaction with students. The table below indicates three levels of volunteers. Questions should be directed to a member of the Pulaski Community School District Leadership Team.

<b>Level of Volunteer Activity</b>	<b>Description of Volunteer Type</b>	<b>Requirements</b> (District personnel will provide forms and process as needed)
Level I Volunteer	A volunteer that works during afterschool PTO or Booster activities that does not work directly with students or the student's parent(s) is/are present for the activity. (ticket taker, judge, official, concession worker, registration worker, PTO events, Family Nights, etc)	No paperwork is needed but registering in Volunteer Tracker allows you the opportunity to volunteer for PTO sponsored events.
Level II Volunteer	A volunteer that works with students under the supervision of a district employee(classroom volunteer, tutor, presenter working directly with students, field trip chaperone, small group accompanist, room supervisor, etc)	Volunteer activity includes direct contact with students under the supervision of an employee. Volunteers will be required to fill out Volunteer Tracker to have a complete background check done and sign off on the volunteer handbook.
Level III Volunteer	A volunteer that works directly with students without direct supervision of a district employee (mentors, coaches, advisers, etc)	Volunteer activity includes direct contact with students not under the supervision of an employee. Volunteers will be required to fill out Volunteer Tracker to have a complete background check done and sign off on the volunteer handbook. They will also be required to meet with the activity leader before volunteering.

## Becoming a Volunteer

The Pulaski Community School District is excited to launch a new Volunteer Program for the 2019-2020 school year. Our new program aims to recruit volunteers for specific opportunities and provide a meaningful

experience for both the school and the volunteer. Volunteer Tracker is a software system designed for school systems.

Volunteer Tracker is a one-stop-shop for both the background check and application, and serves as a portal to find volunteer opportunities across the district.

Please visit our website <https://www.pulaskischools.org/parents/volunteer> for more detailed directions on how to become a volunteer.

### **Volunteer Expectations**

The main focus of a volunteer while participating in school activities and events is the safety, education, and enrichment of our students.

Volunteers are expected to abide by District policies and rules while performing assigned duties. Our volunteer policy IICC School Volunteers can be found on our website <https://www.pulaskischools.org/boe/policies>

Volunteers must enter the building and sign in with the office. The office will provide the volunteer with identification identifying them as a volunteer. This must be worn at all times while in the building. When leaving, the volunteer must sign out in the office.

We appreciate your willingness to help the Pulaski Community School District continue its tradition of providing a quality education for our students.

Adopted: January 2018

Revised: September 29, 2019