Volunteering in Hillsborough County Public Schools

This presentation has been created by
Hillsborough County Public Schools
Division of Diversity, Equity and Inclusion

FACE

Volunteer Services Department
"Visitor and Volunteer Management"

The time you give volunteering will have a direct impact on the life of a child.

9/22/2022

Volunteers

The difference between good and great is just a little extra effort.

Thank you for giving that little extra effort!

Definition of School Volunteer?

A school volunteer or community organization is any non-paid individual who gives time to a school or school staff member while performing assigned duties (School Board Policy 2430.02)

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Volunteer Process

HCPS required ALL volunteers and community partners to complete the HCPS Volunteer Application _or_ have a current active application on file _prior_ any volunteer engagement.

❖ Complete/Renew an online HCPS Volunteer Application based on expiration date. Volunteers are notified 30/15/5 days prior to expiration.

❖ Review and become familiar with all policies, procedures, and protocols included within the Volunteer Application process.

❖ Complete any additional assurances and/or on-site documents that may be required.

❖ Attend a volunteer orientation/training.

❖ The application should be submitted at least two-four weeks prior to any volunteer activity (allow longer for Level 2 Fingerprinting and high-volume times).

Contact school for status and volunteer opportunities

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ONLINE APPLICATION

There are two ways to access the online application:

1. From the District website, click on **"Departments"**. Then, click on "Volunteer Services". Click on the Y.E.S. Icon

2. From a School website, click on the **"Volunteer Services"** box. Then, click on "Volunteer Services". Click on the Y.E.S. Icon

Hillsboroughschools.org

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Volunteer Levels

VOLUNTEERS FALL INTO ONE OF TWO LEVELS. FOR BOTH LEVELS A HCPS VOLUNTEER APPLICATION IS REQUIRED:

- **Level 1** - ALL volunteers and community partners
  - District employee supervision (sight or hearing)
  - Group exposure, general, office workers, teacher assistants, community speakers, one-on-one supervised interaction with students, tutors/on-site mentors, <u>daytime field trip chaperones</u>

- **Level 2** (Fingerprinting) – All volunteers and community partners that have one-on-one unsupervised interaction with students
  - Overnight Chaperones
  - Limited supervision including some tutoring/mentoring programs
  - Required by school/district/agency (example: Music/Band Instructors)

Exception   Great American Teach-In and African American Teach-In

An appropriate chaperone to accompany students on a field trip should be a responsible adult, **21 years of age or older** (exception: a parent or legal guardian under 21 years of age may also chaperone) and be known to the teacher and/or other school personnel.

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Screening/Eligibility Summary

- Hillsborough County Public Schools determines eligibility for all volunteers and community partners based on the *Hillsborough County Public Schools Hiring Guidelines.*

- Volunteers' status is determined **Active (Eligible), Eligible with Limitations,** and **Not Eligible**.

- Volunteers with Sexual Offender/Sexual Predator background are considered FAILED and are NOT ELIGIBLE to volunteer.

School volunteering is a privilege, not a right, and a school may determine that a volunteer is not appropriate for their student population. Ultimately, the school will have supervisory responsibility for all volunteers at their school, even if they are recruited or trained by another group. In all cases, it is understood that the school has the right to deny a volunteer at their school.

9/22/2022

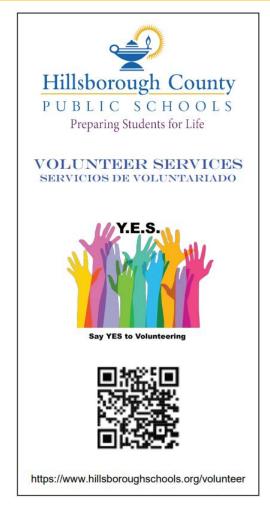# Quick Reference Guide for the Active Volunteer Portal

This Volunteer Portal allows for current active volunteers to easily manage their volunteer activities – sign up for events, track hours, view and update certain areas of their profile, change their password, and communicate with other volunteers. **This is a great way to log outside of school time volunteer hours (Booster Clubs, PTA/PTSA, Overnight Chaperone).**

There are two ways to access the Quick Reference Guide for the Active Volunteer Portal:
1. From the District website, click on **"Departments"**. Then, click on "Volunteer Services". Click on the Y.E.S. Icon. Then, scroll down and click on the link for the Guide.
2. Use the following link Quick Reference Guide for Active Volunteer Portal

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Volunteer Services Contact Card

*Contact HCPS Volunteer Services or the **school** in which you plan to volunteer*

Volunteer Services Department
volunteer.services@hcps.net

THANK YOU!