

**LUZERNE
INTERMEDIATE
UNIT #18**

***SECTION: COMMUNITY
TITLE: VOLUNTEERS
ADOPTED: NOVEMBER 18, 2015***

	916. VOLUNTEERS
1. Purpose	<p>The Board recognizes that volunteers can make valuable contributions to the educational program of students receiving Intermediate Unit services. The Board also recognizes its responsibility to ensure the safety and welfare of school students and personnel of the Capital Area Intermediate Unit.</p> <p>The use of volunteers is endorsed by the Board, subject to meeting all legal and administrative requirements before commencing work.</p>
2. Definition	<p>A volunteer is one who voluntarily offers service to the Intermediate Unit without expectation of compensation.</p> <p>Volunteers shall not be asked to replace the professional responsibilities of the school staff. Volunteers may provide assistance which is supportive, under the direction of an Intermediate Unit staff member.</p>
3. Authority	<p>The Board authorizes the selection and use of parents/guardians, community members, and others as volunteers to assist and supplement other Intermediate Unit staff.</p> <p>Prior approval of all volunteers and volunteer placement must be given by the appropriate program supervisor.</p>
4. Guidelines	<p>Volunteer positions may be eliminated at any time for any reason or no reason. A volunteer may be removed from volunteering at any time for any reason or no reason.</p> <p>Volunteers shall be given and be required to comply with the Intermediate Unit policy on confidentiality. Upon review of the policy with the program supervisor, the volunteer shall sign an agreement affirming not to breach the confidentiality requirements regarding Intermediate Unit students, staff, or organizational matters of a confidential nature.</p>

	<p>All volunteers must submit current Act 34, Act 151 and Act 114 clearances; PDE Form 6004 or its equivalent as designated by PDE; and a current TB test prior to volunteering to work with any children or in any LIU classrooms, In addition, if while acting as a volunteer, the individual is arrested/convicted for any reportable offense, as described in the Form 6004, s/he must immediately disclose that arrest or conviction to the Executive Director.</p> <p>If, under pertinent laws and regulations, his/her clearances reports would preclude him/her from being hired as an employee, that person may not be a volunteer.</p> <p>The costs of obtaining the required reports and clearances shall be the responsibility of the volunteer.</p> <p>Volunteers are entitled to the protection of the political subdivision of the Tort Claims Act.</p> <p>5. Delegation of Responsibility The Executive Director or designee shall provide support for the continuous success of the volunteer program.</p> <p>The program supervisor or designee shall assume general authority and responsibility for volunteers within his/her program/location.</p>
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