

Volunteers are a vital asset to the success of Bay Pines Lutheran School. Our teachers and staff appreciate the many volunteers throughout the years who have graciously given their time and talents to give students the best possible learning experience. *“Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms ” (1 Peter 4:10).* The principal, teachers, staff, and the Board of Education thank you in advance for your continual commitment and support.

Definition of Volunteer

A volunteer is defined as an individual performing services for Bay Pines Lutheran School who does not receive compensation for his/her services. A volunteer is an adult who is at least 18 years old.

Purpose of a Volunteer

- Serve under the direction of the school staff to meet the needs of the students
- Supplement the work of classroom teachers, upon their request, under their supervision, and with the approval of the school administration
- Provide assistance for the school staff in non-academic areas where student contact may or may not exist

How to Volunteer

Simply contact the teacher or staff member in charge. If you are unsure, notify the school’s office manager about your interest, and you will be directed to the correct person.

Volunteer Positions

The following are some of the positions for which individuals can volunteer:

- Chaperone
- Correct assignments
- Help students in the classroom
- Recess help
- Run the scoreboard or scorebook
- Transport students
- Special cleaning opportunities

Volunteer Code of Ethics & Confidentiality

“If anyone speaks, he should do it as one speaking the very words of God. If anyone serves, he should do it with the strength God provides, so that in all things God may be praised through Jesus Christ”

(1 Peter 4:11). Keeping 1 Peter in mind, there are certain rules all of us must follow when working in the school:

1. Do not discuss individual children.
2. Do not compare children.
3. Never publicly discuss parents, children, teachers, or other volunteers.
4. If you see confidential records of children in the classroom, staff room, or office, do not share any of this information.
5. Be respectful of school/classroom rules when volunteering.

Volunteer Expectations

- Follow the directions of the teacher at all times.
- Should you have a concern about a child, as a result of working with that child individually or in a group, do not hesitate to bring your concern to the attention of the teacher.
- Do not hesitate to ask questions of the person in charge of an activity.
- The teachers and staff will depend on you to be present at your scheduled time. Their days are planned with your help in mind. If you find you will not be able to volunteer on a particular day, please notify the school office as soon as possible.
- Please silence cell phones in the classroom.
- Should you be driving for a field trip using your personal vehicle, it is necessary that the children use their seatbelts. There must be one seatbelt for each child and adult in the vehicle. Before you begin operating your vehicle, remind the children of your rules concerning their behavior. Check with the office that your driving paperwork (vehicle insurance and driver's license) is on file and up-to-date.
- Please understand that in academic settings it is important to be able to give your full attention to the task at hand. There are some school settings where it may not be appropriate to bring children with you when volunteering. The classroom is one of these settings. Please check with the teacher or staff member to discuss their expectations.

What Volunteers Are Not Expected to Do

1. Administer Discipline - If you have concerns about anything you see in the classroom or on school grounds, speak to the teacher or the principal.
2. Interrogate Students or Investigate Problems - Please report any problems to a staff member or the principal.
3. Administer Medications - Please refer any matter to the student's teacher or the principal.
4. Clean up Bodily Fluids - Volunteers should not be involved in the clean-up of bodily fluids. In the case of a life-threatening situation, volunteers should first attempt to alert school personnel. If it is necessary for them to take immediate action, they should exercise all reasonable precautionary measures. School personnel should be notified as soon as possible.

Volunteer Sign-In

All visitors in the school, including volunteers, are required to report to the office each time they visit during normal school hours.

Volunteer Information

Bay Pines Lutheran School and the Board of Education thank you in advance for your willingness to help the teachers and staff. In your willingness to serve as one providing transportation for field trips and sporting activities, aiding a teacher, tutoring students, or working in our school administration process, you are certifying you have not been personally involved in any incidents of child molestation, child abuse, sexual misconduct, exploitation or harassment in this or any other states in the past, and that you do not have an active chemical dependency.

By providing your information below, you are consenting to a national background check to be performed through outside sources on behalf of Bay Pines Lutheran School.

Printed name: _____ Date of Birth: _____
First Middle Last

Address: _____

Signature: _____ Date: _____