



Volunteer Handbook



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Volunteer Qualifications:

Prior to participating in a UAFA volunteer activity, Level 1 volunteers must complete the Volunteer Release and Waiver of Liability form. Level 2 and 3 volunteers must have the required background check information, evidence that the volunteer has completed any required training, as well as a Volunteer Release and Waiver of Liability form on file at the school. Please contact UAFA's Parent – Family Engagement Coordinator, Juan Smith at juan.smith@utopianacademy.com, for volunteer documentation and questions. **ALL** volunteers must read and complete the acknowledgment for Mandated Reporting.

Volunteer Registration:

All potential level 3 volunteers should allow up to two weeks prior to a field trip for processing. By doing so, you will allow yourself time to register, get fingerprinted for your background check, and allow Human Resources to determine your eligibility. Fingerprinting is conducted on a limited basis onsite. A fee of \$53 is associated with the background check. Methods of payment can be made by credit/debit card via the online registration system. Please do not assume that you are exempt from a background check unless you are a law enforcement official. Once cleared for level 3, you are eligible to volunteer up to two (2) years.

Volunteer Levels 1-3:

Level 1	Level 2	Level 3
Limited to non-UAFA personnel who will have no interaction with students, such as volunteers working on playground construction or assisting with facilities maintenance when school is not in session, working in booster concession. Requirements: Generally, do not require a full criminal background check, though a signed release form or basic registry check may still apply.	Level 2 volunteers are non-UAFA personnel who will have direct interaction with students with other adults present at all times. When Level 2 volunteers interact with students, a UAFA employee or no fewer than two other adult volunteers must be present at all times. *Must be cleared from the National Sex Offenders Registry.	Level 3 volunteers are non-UAFA personnel who will have direct, unsupervised interaction with students such as chaperoning field trips (incl. overnight), tutoring, university/college tutors, national service members, etc. *Cleared background check required

Mandatory Reporters Volunteer Training:

Effective immediately, ALL potential UAFA volunteers must complete the ProSolutions training for *Mandated Reporting* to demonstrate understanding of the expectations. Click link to complete training: [CLICK HERE](#)

Volunteering Over Time:

Effective immediately, all volunteers who serve in a consistent capacity with our students regardless of how they are compensated (i.e., National service members, university tutors, visiting instructors) **MUST** complete the following documents as well as a background check:

- Volunteer Application
- EEO Self-Identification Form
- Confidentiality and Non-Disclosure Agreement
- Provide copy of driver's license AND social security card or passport

Qualification of Volunteers:

Prior to participating in a UAFA volunteer activity, Level 1 volunteers must complete the Volunteer Release and Waiver of Liability form. Level 2 and 3 volunteers must have the required background check information on file at the school, evidence that the volunteer has completed any required training, as well as a Volunteer Release and Waiver of Liability form.

Disqualification of Volunteers:

School administrators with justified concerns have the authority to exclude individuals from participating in volunteer activities in their schools. Volunteers – including parents – who are excluded from Level 2 or 3 volunteer activities due to a disqualifying offense on their background check or sex offender registry may participate in Level 1 volunteer activities. Parents/guardians who are excluded from volunteer activities may attend public events at the school such as PTA/PTO meetings and student performances.

Identification:

All school visitors and/or volunteers must show a photo ID and receive a name badge at the school's reception area.

Overnight Chaperoning:

All overnight chaperones who wish to provide non-paid services, duties, and responsibilities pertaining to the care, safety, and well-being of UAFA students must have a national and statewide background check conducted prior to their volunteer service. According to **Georgia law O.C.G.A 35-3-34.2**, volunteers who may have unsupervised access to children will submit to a fingerprint screening, Federal Bureau of Investigation (FBI) and a state screening of their criminal history. The criminal check is to “determine suitability (and fitness) of a potential childcare provider,” who may be responsible for the safety and well-being of children. (National Child Protection Act section 3(a) (1) Disqualifying criminal history information for volunteer services may include, but is not limited to, any convictions of child abuse crimes, exploitation, physical or mental abuse, negligent treatment, or maltreatment of a child by any person.

Access to Student Information:

School volunteers shall not have access to confidential student information including Infinite Campus.

Volunteer/Chaperone Standards of Conduct

UAFA volunteers are representatives of the school community and role models for students. As such, volunteers are expected to adhere to the school’s guidelines and responsibilities.

Volunteer Guidelines

All volunteers:

- Are to present photo ID to the front office or reception area.
- Are to arrive to the school on time.
- Must be 18 or older.
- Must make decisions based on what is best for students in all cases.

- Must maintain honest, equitable, professional relationships with students, parents, staff members, community members and other volunteers.
- Must observe local, state and federal laws, policies, rules, and regulations.
- Must maintain confidentiality of privileged information.
- Must support cooperation between the school and the community.
- Must refrain from using school contacts and privileges to promote partisan politics, sectarian religious views, or propaganda of any kind.
- Must safeguard school property, equipment, and materials.
- Must implement board policies in a spirit of good faith.
- Must comply with appropriate standards of professional conduct including, but not limited to, displaying appropriate behavior, language, and attire at all times.

Chaperone Responsibilities:

- Students must be supervised at **ALL** times while at a school sponsored event. As a chaperone, you will supervise a small group of students, helping them learn, and making sure they behave appropriately. Students must stay with you at **ALL** times.
- Chaperones are **NOT** to use cellphones for non-emergency or non-trip related purposes.
- Chaperones should **NOT** work or read while supervising students.
- Chaperones may or may not be assigned to the group their children are in. Teachers may assign chaperones to lead specific prearranged groups of students.
- Review school rules and standards of behavior, safety rules, and any site-specific rules with students. If there is an issue with student behavior, seek a teacher's assistance immediately.
- Chaperones should **NOT** discipline students. If there is an issue with student behavior, seek a teacher's assistance immediately.
- Please refrain from raising your voice and using inappropriate language towards students or adults.
- Chaperones are responsible for **ALL** students in their assigned group, not just their own children (if applicable).
- Please be sure to stay with your assigned group at **ALL** times. Students should never be left unattended. Students may go to public restrooms in groups. Please be aware of any adults who appear to be lingering around your area and/or who might access the restrooms when your students are using them. **NEVER** allow students to go to restrooms alone.

- For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
- Treat **ALL** children fairly and equally.
- Report **ANY** accidents or problems to the Fieldtrip Coordinator immediately.
- A chaperone must carry a cellphone and exchange cellphone numbers with the Field trip Coordinator.
- Chaperones must identify **ANY** condition that may affect his/her ability to perform his/her assigned duty via the Emergency Contact Form and by notifying the principal and/or field trip coordinator.
- Please be sure to know what to do in case of an emergency (medical emergency, natural emergency, lost child, etc.). Know who is first aid trained, where the first aid kit is, as well as your cellphone.
- Please be sure to follow directions of the guides even if other groups do not.
- Please follow procedures outlined by the teacher even if there is a difference in opinion, with the exception of a safety issue. Teachers have the ultimate responsibility for our students and depend upon your support.

Volunteer Dress Attire:

The following attire is considered inappropriate and will not be allowed:

- Clothing and accessories which are sexually suggestive, or display profanity, drugs, alcohol, or tobacco products.
- See-through, tight fitting, spaghetti straps, strapless, extremely short, or low-cut tops/dresses/shirts.
- Pants, shorts, or skirts which are worn below the hip bone or show visible undergarments.
- Spandex, leggings, leotards, cutoffs, or pajamas.
- Clothing which is stained, torn, or ripped.
- Bare feet or bedroom type shoes.

Release and Waiver of Liability

☐ I certify that the information contained in the Volunteer Release and Waiver of Liability form is true and accurate to the best of my knowledge. I understand that misrepresentation or omission of information will be cause for rejection of my request to volunteer at Utopian Academy for the Arts. Furthermore, I agree to serve on an as needed basis without expectation of compensation or benefits. I hereby waive all claims against Utopian Academy for the Arts and its current, past, and future Board Members, and agree to indemnify, hold harmless, and release Utopian Academy for the Arts and its current, past and future Board Members of and from any and all claims, demands, actions, liabilities, or damages (including attorney's fees), whether known or unknown, arising out of or relating in any way whatsoever to volunteering at Utopian Academy for the Arts or any events.

Print Name: _____

Signature: _____

Date: _____

Emergency Contact Information

Please **print** your full name:

FIRST M.I. LAST

Are you allergic to anything? If **YES**, please list below. If **NO**, please check the box ☐.

Allergies:	Medication(s) taken to in the case of a reaction:

Please list an Emergency Contact for **yourself**:

Full Name:	Contact Information:

***Please let the school know if you have a medical condition that may require medical attention if necessary.**

Acknowledgement of Receipt of Volunteer Handbook

*I have read and understood the contents of this handbook. I will act in accordance with the Standards of Conduct, policies and procedures set forth, as a condition of my volunteering with Utopian Academy for the Arts.

Print Name

Signature

Date