



VOLUNTEER AGREEMENT FORM

The School District of Rib Lake recognizes that volunteers are valuable resources, who can contribute to student achievement and the school culture. Therefore, a volunteer program is coordinated by the district, with rules set forth to guide individuals who volunteer in the schools. School district volunteers shall be expected to abide by all district policies and procedures when performing volunteer activities.

1. Volunteers are subject to background checks.
2. Assignment of volunteers shall be by the volunteer coordinator.
3. Volunteers shall be under the direction of the building principal or his/her designee. When volunteers work directly with children, their activities will be under the supervision of the classroom teacher.
4. Volunteers will be restricted from access to information in student files and employee files.
5. Volunteers will be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.
6. Individuals who volunteer to perform services for the school district are not “employees” for purposes of compliance with the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA).
7. Each volunteer will be asked to sign the “Application for Volunteers” and the principal shall keep this record on file for the duration that the volunteer serves the district.
8. All volunteers are subject to a background check. A signed Background Check request form must be on file before a volunteer is assigned to a building.

Signature

Date

School Year