

# CHAVEZ HUIERTA

## K-12 PREPARATORY ACADEMY

<b>Book</b>	CHPA Administrative Procedure Manual
<b>Section</b>	Chapter 5 Human Resources
<b>Title</b>	AP 5260 Volunteers
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### **VOLUNTEER ELIGIBILITY:**

Volunteer positions are open to all individuals who meet the qualifications established for each position regardless of race, color, religion, sexual orientation, gender, national origin, age, veteran status, or condition of disability. As it is important to ensure the safety of all students, we require all employees and volunteers who volunteer over 10 hours in one academic year to be fingerprinted and to successfully pass a criminal background check. This requires CHPA to obtain certain information from you. Be assured that the information provided, including your social security number and fingerprints, will be used only for the purpose of conducting the background check. CHPA will follow the confidentiality requirements of Colorado and Federal Law.

### **CHPA VOLUNTEER SERVICE:**

Volunteer service with the CHPA is a privilege, and not a right. Volunteers serve at the sole discretion of CHPA and CHPA may elect to discontinue a volunteer's services at any time. Volunteers are expected to comply with the directions and guidance of the CHPA faculty, administrators or Executive Director. If volunteers have questions or concerns about their volunteer assignment, they are expected to work collaboratively and professionally with the staff in their volunteer area to resolve those questions or concerns.

### **VOLUNTEER PLACEMENT AND RESPONSIBILITIES:**

Each volunteer goes through a placement process. That process may be as easy as submitting their name and contact information for a one-time volunteer service or it may be as comprehensive as completing a volunteer interest form, interviewing for an assignment, signing a volunteer agreement, and completing orientation and training. While every effort is made to place all CHPA volunteers in positions of interest and choice, CHPA also wants to ensure that an individual's skills and talents are a good match for the available assignment so that both CHPA and the volunteer can have the best experience possible. There may be

times, however, when all our volunteer assignments are filled or when CHPA doesn't have a position available that matches an individual's unique skill sets. In those situations, potential volunteers may be asked to place their names on a waiting list until an appropriate assignment opens up.

#### **SUMMARY OF THE VOLUNTEER PLACEMENT PROCESS:**

**Volunteer Interest Form and application:** The volunteer interest form is designed to capture an individual's skills, interests, and goals for volunteering with CHPA. It is also an opportunity for CHPA to gather important contact and emergency information from potential volunteers. Most volunteers in recurring and ongoing positions will be required to complete a volunteer interest form and may be asked to interview first with a lead volunteer or staff supervisor before receiving their volunteer placement

**Volunteer Background Check:** All volunteers are required to submit to a Colorado Bureau of Investigation (CBI) fingerprint card. The cost of this is \$11.00 and must be paid by the volunteer (details are in the CHPA Volunteer Packet). CHPA will also pay for and process a background check through the Colorado Department of Human Services (CDHS) for every volunteer.

**Volunteer Orientation and Training:** Some positions may require a simple orientation to volunteering at CHPA, and others may ask for a commitment to more in-depth training. Volunteers will learn more about the orientation and training requirements of the position they are exploring during their placement process

#### **VOLUNTEER EXPECTATIONS:**

All CHPA Volunteers are a representative of the school and will be held to the same professional standards as the CHPA employees. All approved Volunteers must check in at the front office for a visitor's badge at the beginning of each assignment for that day. Volunteers may not represent or obligate CHPA either through written or oral communications without the written consent of the organization including communications with the media.

Volunteers must be mindful of how they represent CHPA via the internet, social networking and other forms of public interaction. Volunteers should remind family or household members that the media or others may view them as extensions of CHPA community and those family or household members should be encouraged to act with the same integrity and thoughtfulness as the volunteer.

CHPA Volunteers are required to adhere to the established Employee Handbook, including the Dress Code, found on the CHPA Website ([www.chpa-k12.org](http://www.chpa-k12.org)) A volunteer's behavior and dress should be appropriate to the work situation so as to present a consistent, professional, and business-like image to internal and external entities. Provocative attire is not permitted. Some volunteer assignments may require a particular dress code in order to promote safety and public health. Any volunteer who does not meet the standards of this policy may be asked to refrain from service at that time if their conduct or dress does not convey the appropriate image of CHPA or if it compromises the volunteer's or other's safety.

**Last Revised**

Wednesday, December 06, 2017