

## **Volunteer Services Program Policy**

The Tulsa Technology Center Board of Education recognizes that citizens can make valuable contributions to students in the District education program and endorses the involvement of Volunteers to provide services. District Administration is charged with developing procedures and guidelines for the implementation of a Volunteer Services Program subject to appropriate rules and safeguards.

Volunteers may be involved in selected facets of the operation of the District. Volunteers will be required to become familiar with District rules and regulations governing their service. They may be required to complete a criminal record affidavit and to undergo a felony record background search. Volunteers will be afforded the same protections from liability as District employees unless they act on their own volition outside the scope of the approved assignment. Such action may result in termination of the Volunteers' services. Volunteers will not be assigned to a classroom or other department in which they have relatives. District Administration reserves the right to deny the services of any Volunteer.

Tulsa Technology Center's commitment to service (volunteerism) is an integral part of the District's culture. Tulsa Tech's students and staff have a long history of service to the community. Volunteerism connects citizens with opportunities to serve and mobilizes Volunteers for targeted community needs.

**Volunteer Services Program Procedures for Tulsa Community College  
Tulsa Achieves Students**

1. Only Tulsa Community College students enrolled in the Tulsa Achieves tuition funding program who have previously completed technical training at Tulsa Technology Center may participate in the Volunteer Program. Any exceptions must be approved by Campus Administration.
2. All volunteers must be processed through Community Relations. Volunteers are required to complete orientation and sign a Volunteer Contract.
3. Under no circumstances shall any Volunteer be the sole supervisory adult for students.
4. All Volunteers are required to check in and out of the Campus Director's office and wear at all times a badge that identifies them as Volunteers.
5. District personnel may periodically evaluate Volunteers.
6. District personnel who involve Volunteers in classroom or other District operations will be provided guidelines regarding volunteer supervision, necessary documentation and proper utilization of Volunteers.
7. Tulsa Technology Center reserves the option to perform random background checks on Volunteers serving the district.

## **Volunteer Services Program Responsibilities**

### **Students**

1. Contact Tulsa Technology Center personnel regarding volunteering in order to meet the requirements of the Tulsa Community College's Tulsa Achieves Program.
2. Meet with Community Relations to complete a Volunteer Contract and orientation and to receive assignment.
3. Express Interest in posted Volunteer Opportunity through Volunteer Central's online tool.
4. Sign in and out at the Campus Director's Office and wear a Volunteer badge.
5. Report to the instructor or other District personnel as assigned.
6. Comply with the Volunteer Contract.
7. Complete service assignment.

### **District Personnel**

1. Direct all Volunteer inquiries/referrals from Tulsa Achieves students to the Community Relations office.
2. Work with Campus Administration to determine volunteer assignment.
3. Upon acceptance, develop an assignment schedule, provide meaningful "work" for the Volunteer.
4. Do not leave students under the supervision of the Volunteer.
5. Record Volunteer's service through Volunteer Central's online management tool.

### **Campus Administration**

1. Work with the instructor in assigning Volunteer.
2. Check Volunteer in and out through Campus Director's office and provide a Volunteer badge.

## **Volunteer Services Program Policy**

### **Volunteer Contract**

Volunteer's First/Middle Initial/Last Name (*print*)

Date of Birth

Tulsa Community College Tulsa Achieves Student? Yes  No

Address/City/State/Zip

Phone Home/Work/Cell

Text? Yes  No

District Instructor/Personnel

Career Major Requested

To protect all parties involved, Tulsa Technology Center has set forth certain regulations which all Volunteers are expected to observe. Volunteers will:

#### *Legal Regulations*

1. Complete District Volunteer Orientation.
2. Keep confidential all information to which I have access in the classroom, office, lab or school.
3. Upon arrival, report to the campus Director's office and collect a Volunteer badge.
4. Seek the aid of district personnel in case of discipline problems with students.
5. Not administer medication or give medical treatment to students.
6. Not promote commercial products, religious beliefs, political parties or candidates while at school.
7. Adhere to the District's dress code policy.

#### *Procedures*

1. Follow all District policies and procedures.
2. Serve under the direction and supervision of District Personnel. It is the Volunteers' role to support the instructor or other staff as assigned.
3. Be dependable and on time, and notify the instructor if Volunteers will be absent. Volunteers must contact the instructor with last-minute emergencies.
4. Work in partnership with District Personnel to record service.
5. Notify the instructor if Volunteers must discontinue service.
6. Take matters of concern to the Community Relations Advisor.

Volunteer Signature

Instructor/Staff Signature

Date

Community Relations Advisor Signature

Completed District Volunteer Orientation process.

Date

Initials