

Volunteer Handbook

(Students, Interns and Guests)

April 2011

COUNTY SUPERINTENDENT OF SCHOOLS

Charles Weis Ph.D.

A Champion for Children, Schools, and Community

Santa Clara County  Office of Education

Charles Weis, Ph.D.
County Superintendent of Schools

Dear Potential Volunteer,

I am delighted that you are considering becoming a volunteer for our schools. I can't stress enough the importance of our partnerships in all areas of service.

We strive to support all our students and to deliver the very best education. A vital piece of that support is our volunteers. By sharing their support, skills and experiences, our volunteers make a difference in students' lives and are an important part in their educational experience. Their devotion to student success helps support a respectful learning environment.

It is our desire that your volunteer experience at one of our many SCCOE sites is both exciting and rewarding. Thank you again for giving your time and sharing your talents. Please contact me at (408) 453-6574 or volunteer@sccoe.org to learn more about our wonderful volunteer opportunities.

Most sincerely,



Lisa Ketchum
Volunteer Coordinator/Staff Developer

County Board of Education

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I. How to Get Started Volunteering with the SCCOE

Thank you for inquiring about volunteer activities at the Santa Clara County Office of Education (SCCOE). Your dedication to our students is important and highly valued. We match our volunteers based on their interest, skills, location, and availability. Our goal is to make your time spent at a SCCOE site rewarding for everyone.

The SCCOE defines a volunteer as “a person who supports the efforts of professional personnel and assists with activities at the SCCOE.” There are many opportunities to assist at the SCCOE.

A well-informed volunteer is an asset to the SCCOE, our students and our sites. Please review the following checklist for items that will need to be completed for your volunteer activity with the SCCOE.

Items to be completed:

- 1. Complete and sign the volunteer information packet: emergency form, code of conduct, agreement and technology agreement (if applicable) and submit it to the SCCOE volunteer coordinator
- 2. Interview (either in person or the telephone) with volunteer coordinator
- 3. Submit a tuberculosis clearance. You may see your own physician or please refer to the attached TB clearance flier for local clinic locations (some insurance policies do not charge for testing, please check with your carrier for questions regarding your coverage).
- 4. Some activities may require scheduling a Live Scan fingerprint appointment with the SCCOE main office in San Jose. Please refer to our website at <http://www.sccoe.org/depts/fingerprint/> for fingerprinting questions. The following will be required at your Live Scan appointment:
 - A valid federal, state or local government picture ID (driver’s license, state photo ID, passport, visa, residency card)
 - Know your Social Security Number
- 5. Review volunteer site checklist with site liaison upon your first week of volunteer activities



II. Santa Clara County Office of Education

Background

The SCCOE is a champion of public education, serving as an exemplary regional resource to students, parents, school districts, community agencies and businesses.

The SCCOE provides instructional, administrative, human resources, business and technical support services to the county's 32 school districts.

The SCCOE programs that provide direct instruction include Special Education, Head Start, Environmental Education, Regional Occupational Programs and Alternative Schools. An additional program, Migrant Education, supports the special needs of migrant children.

Our Mission Statement

The Santa Clara County Office of Education is a champion for children, schools, and community.

Our Vision

- To provide strong advocacy for students, parents, school districts, and the educational community.
- To provide exceptional leadership and exemplary services to those we serve.

Our Beliefs & Values

- We reflect the needs of those we serve in our decisions and actions.
- We create a desirable workplace where people are valued and challenged.
- We take risks to ensure effective and creative problem solving for continuous improvement.
- We take personal initiative and accept responsibility.
- We strive to bring out the best in ourselves and others.
- We identify and address the unique needs of every student we serve based on the belief that every student can learn.



III. Volunteering at the SCCOE

General Volunteer Information

The SCCOE strives to create a rewarding volunteer partnership among its students, staff, families and the community that enhances individual potential and student achievement.

SCCOE volunteer values are:

- Parents and community members make good volunteers
- Students benefit from relationships with caring adults
- Schools, families and communities working together can and do make a difference

The SCCOE central office is located at 1290 Ridder Park Drive in San Jose. The SCCOE volunteer coordinator can be reached at (408) 453-6574, fax number (408) 453-6723 or you may email volunteer@sccoe.org.

Who Are the People that Volunteer?

Anyone who cares about helping students receive a quality education is welcome as a volunteer at the SCCOE. People from all age groups, educational experiences, and backgrounds like to volunteer.

What Does it Take to be a SCCOE Volunteer?

Our volunteers assist in activities under the supervision and direction of SCCOE personnel. Volunteers do not need to be an expert in an academic subject. Far more important is a genuine interest in the well being and education of students. Successful volunteers possess the following qualities:

- A positive attitude
- A sense of cooperation, responsibility, dependability, and stability
- The ability to be part of a team
- Personality traits such as patience, tolerance, and understanding
- A respect for confidentiality
- Compatibility with students
- Flexibility and friendliness
- A sense of humor
- Responsible citizenship qualities
- A willingness to accept SCCOE rules, procedures, and standards



Volunteers do not receive compensation or employee benefits except for worker's compensation. To safeguard our students, volunteers may be required to submit to a Live Scan fingerprint clearance. In addition, volunteers must comply with the sign in and out procedures at the SCCOE site in which they are volunteering and wear their SCCOE assigned photo ID badge. The following is a list of requirements to become a volunteer at the SCCOE. The volunteer has:

- No record of felony conviction or requirement to register as a sex offender
- The ability to work cooperatively and the willingness to participate regularly
- Interviewed with the SCCOE volunteer coordinator or site liaison
- Completed and submitted the following to the SCCOE volunteer coordinator:
 - A tuberculosis clearance
 - A Live Scan fingerprint clearance
 - Emergency form
 - Volunteer handbook and agreement
 - Technology agreement
- Attended orientation and any site-specific training

What Should a SCCOE Volunteer Expect?

A school site volunteer should:

- Be made to feel that the assistance given is worthwhile and contributes to the overall value of the program in which they are participating.
- Be treated with respect and consideration by all students and SCCOE staff.
- Be given a suitable assignment in line with their areas of interest, skills, and, if possible, convenience of location and available times.
- Be given clear instructions, orientation, and any training necessary for volunteer activities.
- Be given proper orientation to the school site with introductions to key personnel and information provided as to parking, storage of personal items, washroom and coffee and lunch facilities.
- Be provided with direct support from staff.

Additional Benefits of Volunteering with the SCCOE

While on file as a volunteer at any SCCOE site, when possible and appropriate, volunteers may sign up for in-service educational classes and workshops (such classes might include technology or personal growth).

In addition, the Ridder Park central office has a cafeteria for morning and lunch meals, a post office, ATM machine, discounted admission to local attractions, sporting and special entertainment events, as well as other special interest programs.



Orientation and Training

Orientation is provided for all volunteers. The orientation is designed to provide information concerning volunteer obligations and expectations, activity descriptions, and the SCCOE volunteer handbook.

In addition, volunteers will receive SCCOE site training detailing the skills and knowledge necessary to perform their activities.

Volunteer Activity Descriptions

Volunteers are welcome in many areas and sites at the SCCOE. Volunteers may agree to commit to a specific number of hours or activity over a specific allocated amount of time (when appropriate). The number of hours varies by activity and the SCCOE site. If you cannot complete your activity, please treat your volunteer activity as you would a paid position and notify your site liaison or the SCCOE volunteer coordinator in advance when possible.

IV. SCCOE Site Information

Site Liaisons

The site liaison is located at the SCCOE site and provides support to the volunteer to make sure the activity is completed in the best possible way.

Record Management

The SCCOE volunteer coordinator and the SCCOE site liaison maintain records for each volunteer throughout the SCCOE. Records include application, emergency form, dates of volunteer activities, activities performed, and evaluation of volunteer performance, training attended, awards, and recognitions received. Volunteer records are confidential and their contents will not be shared without the prior approval of the volunteer. Volunteers are responsible for submitting and updating information contained in their records to the SCCOE volunteer coordinator.

Attendance

Volunteer attendance is important to the operation of each program. Volunteers should notify their site liaison in advance, if they are unable to be present for their scheduled day or activity. Students depend on volunteers and are disappointed if they are not there when expected.

Please sign in and out each visit and turn in your hours at the end of each month to the Volunteer Coordinator. Please ask the school to fax it to 408-453-6723, mail to 1290 Ridder Park San Jose 95131 or scan and email to volunteer@sccoe.org. Lastly, please notify the Volunteer Coordinator at the above location, when you are no longer be volunteering.



Appropriate Dress

Volunteers are representatives of the SCCOE and are responsible for presenting a positive image to our students and the community. Volunteers will dress appropriately for the conditions and performance of their activities. Volunteers will be informed of the dress standard for their activity.

Assessment

Volunteer activities receive periodic assessments. Assessments allow for a volunteer and site liaison to suggest changes in volunteer activities and enhance the relationship between the volunteer, students and the SCCOE.

Volunteers see the SCCOE programs from a fresh perspective and the SCCOE values the volunteer's opinion and suggestions. Therefore, when the volunteer activity ends, SCCOE (the site liaison, the SCCOE volunteer coordinator, or a designated SCCOE staff member) may hold an exit discussion with the volunteer and ask about the experience volunteering with the SCCOE.

Recognition

The SCCOE respects and appreciates the contributions of volunteers. Formal recognition of activities includes letters of appreciation, activity awards, certificates and SCCOE sponsored recognition events for volunteers to highlight their contributions. Continual recognition of volunteers is vital and will occur throughout the year.

V. Volunteer Responsibilities

The SCCOE volunteers are valued and appreciated but are never considered a substitute for SCCOE staff. The SCCOE professional staff members are responsible for everything that goes on at the SCCOE sites including student instruction, safety, and discipline.

Confidentiality

Volunteers must be especially careful to respect the privacy of others and to honor confidentiality. Breaching confidentiality can be hurtful to students, their families and SCCOE staff. A law established by the Family and Education Rights to Privacy Act (FERPA) protects a student's records. The SCCOE staff is responsible for confidential student information and records and may not share their content with volunteers. To help, below are some sample issues that can arise regarding confidentiality.



Child Neglect and Abuse Reporting

School officials and educators are “mandated reporters” of any child abuse or neglect suspicions. If a student discloses that they are in a dangerous situation or if a volunteer has reason to suspect neglect or abuse, please report this immediately and ***privately*** to the site liaison, school principal or a school site counselor. They will then take the next steps to ensure the safety of the student. The four major types of child abuse are:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

Possible Child Abuse

The following factors may be present when abuse has occurred, but ***do not*** guarantee an abusive situation. If any of the following signs are present in a student, **please alert the teacher, principal, or counselor so that they can further investigate the situation:**

- Signs of injury, such as welts, bruising, cuts, burns, fractures, or swelling
- A history of repeated, untreated, or unexplained physical injury
- The child appears to be uncomfortable or fearful when talking about the injury
- Child alludes to or seems preoccupied with sexual matters

General Guidelines:

Please:

1. Remember that the SCCOE staff have ultimate responsibility for rules, programs, students, staff and volunteers.
2. Follow the rules of the SCCOE site.
3. Be reliable. Please arrive on time and on schedule and notify the SCCOE site in advance of any absences.
4. Sign in upon arrival and sign out at departure.
5. Notify the SCCOE volunteer coordinator of any changes in residency, employment or emergency contact information.
6. Sign in and out each visit, forward to the Volunteer Coordinator at the end of each month and notify me at the end of your volunteer commitment.
7. Be receptive to, and participate in, orientation and training with the SCCOE staff, as offered.
8. Remember you are a role model for students.
9. Maintain the highest standards of confidentiality and ethics.
10. Dress in a manner that is appropriate to the educational setting where the volunteer activity is taking place.
11. Be familiar with the fire, shelter in place, lock down, and disaster drill procedures at the SCCOE site.



Volunteers supplement and support our student programs, and **MAY NOT**:

- Be left alone with students
- Discipline students
- Have access to materials in students' permanent record files
- Assign grades or have access to grade books
- Pray with students or encourage them to pray during the volunteer activity
- Discuss their faith while conducting educational activities
- Diagnose student needs
- Evaluate achievement
- Counsel students or be present when students are being counseled
- Have keys or passwords for SCCOE sites or equipment
- Discuss student progress and concerns with parents or anyone else outside of SCCOE staff
- Exchange telephone numbers, home addresses, e-mail addresses or any other contact information with students for any reason without prior parental and administrative approval
- Contact students outside of the school site hours without parent permission
- Transport students to and from school or for school purposes without the proper and prior school site administrative and student parent approval
- Drive SCCOE vehicles
- Operate any powered tools or equipment
- Use any hazardous chemicals other than common office equipment and general supplies such as cleanser and copier toner
- Be responsible for instructional objectives, lesson plans or curriculum
- Use or give out student personal information about students or others
- Dismiss a student to anyone, including the custody of a parent (only the teacher or SCCOE site staff may release a student)
- Use or give out medication this includes cold medicine and aspirin
- Use the student restroom areas unless specifically directed to do so by the SCCOE site staff
- Bring others (including your own children) with you during your scheduled volunteer time
- Photograph, video or audio tape students or staff



Volunteers are expected to follow rules of conduct that will protect the interest and safety of everyone. The following are some examples of inappropriate conduct which could lead to dismissal:

- Theft or inappropriate removal or possession of SCCOE property or that of any SCCOE volunteer, student, staff, or visitor
- Altering SCCOE or student reports or records
- Volunteering under the influence of alcohol, illegal drugs or illegal or unauthorized possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the volunteer environment
- Creating a disturbance on SCCOE premises, at sponsored activities or in areas which could jeopardize the safety of others
- Improper use of SCCOE property or property owned by any other individual or organization
- Lack of cooperation or other disrespectful conduct
- Violation of SCCOE, federal, state, or local safety, health, confidentiality rules or laws
- Inappropriate use of telephones, computer equipment or systems, copiers, e-mail, fax machines, or other SCCOE owned equipment
- Unauthorized disclosure of SCCOE proprietary or confidential information
- Unsatisfactory performance or conduct

VI. Volunteer Tax and Reimbursement Information

Tax Benefits

Volunteers may be eligible to deduct expenses incurred while volunteering in an activity as a charitable donation. Since tax laws change frequently, it is best to consult an accountant or *IRS Publication 526--Charitable Contributions* for current information.

Reimbursement of Expenses

Volunteers may be eligible for reimbursement from the SCCOE of pre-approved expenses including transportation incurred while engaging in volunteer activities for the SCCOE. Volunteers need to track approved expenses and submit receipts for which they seek reimbursement. Reimbursement for travel to and from volunteer activities (outside the normal scope) is based on mileage and the standard rate per mile at which SCCOE reimburses.

Reimbursement for travel by public transportation is based on actual out-of-pocket expense which must be substantiated by receipts. Reimbursement requests must be submitted to the SCCOE volunteer coordinator. In addition, if a reimbursement is granted, a W-9 must be completed and filed with the SCCOE.



VII. Health, Safety, and Emergencies

Harassment in the Workplace

SCCOE is committed to providing its students, employees, guests and volunteers with an environment that is free from discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. SCCOE encourages volunteers to bring any incidents of harassment to the immediate attention of the SCCOE staff, or the Director, Human Resources at SCCOE.

Health

We ask that volunteers not come to a SCCOE site if they are ill. This includes a cold, earache, sore throat, fever or cough. Students learn by example, and we ask that our volunteers act as a model by using good health habits when they are at a SCCOE site, and we do not wish to expose our students to anything that might keep them home and away from learning. Volunteers should notify their site liaison if they are unable to be present for their scheduled day or activity.

Drug-Free Environment

SCCOE provides a drug-free, healthy, and safe environment for our employees, students, guests, and volunteers. While on SCCOE premises and while conducting SCCOE related activities off SCCOE premises, a volunteer may not use, possess, distribute, sell or be under the influence of alcohol or illegal drugs.

The legal use of prescribed drugs is permitted during a volunteer activity only if it does not impair a volunteer's ability to perform the essential functions of the volunteer position effectively and in a safe manner that does not endanger other individuals. It is requested that the volunteer notify their site liaison if they are taking any prescription or over-the-counter drug which could adversely affect safety or performance,

Smoking

SCCOE intends to provide a safe and healthy environment. Smoking on all SCCOE sites is prohibited, including outside facilities and parking lots.

Safety

SCCOE strives to provide a safe and healthy environment for our students, staff members, guests and volunteers.



Volunteers are responsible for helping to ensure a safe environment

- Be aware of any unknown person(s) entering the site not accompanied by a staff member.
- Keep your wallet or purse with you at all times or keep them in a secure drawer or cabinet. Avoid carrying large sums of money. Desks, lockers, and other storage devices may be provided for a volunteer's convenience but remains the sole property of SCCOE and can be inspected by any agent or representative of SCCOE at any time, either with or without prior notice. SCCOE is not responsible for lost or stolen personal property. SCCOE will not reimburse a volunteer for any personal property that disappears from a volunteer site or is damaged.
- Be aware of playground regulations. Supervise climbing activities carefully. Certain materials need to be watched closely: scissors, sand (can damage eyes), glass items, pointed objects (such as a math compass) and cooking utensils.
- Please ask SCCOE staff member the procedure for when a student may use a paper cutter or handle hot appliances, utensils or equipment, and cleansers.

Injury

If a volunteer is injured during a SCCOE volunteer activity, the volunteer is required to notify the SCCOE site staff or the SCCOE volunteer coordinator immediately and complete an accident report.

SCCOE's workers compensation covers some injuries to volunteers while performing volunteer activities on behalf of SCCOE. In some instances, volunteers must sign a release absolving SCCOE of liability when SCCOE volunteers voluntarily and knowingly subject themselves to certain risks while performing volunteer activities on behalf of SCCOE. Contact the SCCOE volunteer coordinator with questions or for more information about insurance and liability.

If there is blood on a student, guest, or volunteer, immediately bring this situation to the attention of a SCCOE staff member. Please do not handle the situation yourself. SCCOE staff is trained in these areas.

Emergency Procedures

SCCOE strives to ensure the safety of all students, volunteers, staff members, and guests. In the event of an emergency, volunteers will be responsible for following the SCCOE site's directions. Please be certain that you are familiar with the fire, shelter in place, lock down, and disaster drill procedures for your site and classroom. Practice drills are scheduled throughout the school year. Please ask your site liaison for a schedule of these days and times.



VIII. General Business Information

Equipment

Please report any office equipment, machine, or tool. That appears to be damaged, defective, or in need of repair to your site liaison. Promptly reporting damaged equipment could prevent a possible injury. SCCOE owned or leased equipment is to be used for SCCOE's business purposes only and may not be borrowed or otherwise used for personal use. This includes but is not limited to copying and faxing for personal use.

SCCOE Telephone Use

SCCOE telephones are for business purposes. Personal calls should be kept to a minimum and not interfere with the volunteer activity. In addition, long distance telephone calls resulting from a volunteer's personal use of a SCCOE telephone are prohibited.

Computer Use

Some SCCOE sites provide computers, e-mail, and internet access to assist volunteers in performing their activities. This access should be used for volunteer related purposes only. Personal business should not be conducted during volunteer time or on SCCOE computers. Please refer to the SCCOE volunteer computer agreement for further detail.

Return of Property

Volunteers are responsible for SCCOE property which includes all materials, files or any other written or electronic information issued to volunteer or in volunteer's possession or control. All SCCOE property must be returned on or before the volunteer's last day. SCCOE may take all actions deemed appropriate to recover or protect its property.

Conflict of Interest

SCCOE is viewed, in part, by the individual and collective performance of its volunteers. Volunteers help preserve and strengthen public confidence. Therefore, SCCOE volunteers must act in a manner at all times that will safeguard the reputation, and integrity of the SCCOE. Likewise, volunteers must refrain from engaging in any transaction in which personal interests conflict, potentially conflict, or appear to conflict with those of SCCOE. An actual or potential conflict of interest occurs when a volunteer is in a position to influence a decision that may result in a personal gain for the volunteer because of SCCOE's business dealings. Participation in any activity prohibited by this policy can result in the termination of volunteer activity.



Please consult the volunteer coordinator if you have questions regarding potential conflict of interest situations. Some conflict of interest situations are easily identifiable, whereas others are more subtle. Some of the more common situations pertaining to volunteers are:

Improper Influence

Any volunteer or close relative should not, when acting on his or her own behalf or when acting on behalf of another person, business or organization, attempt to influence SCCOE's position on any issue, matter or transaction nor participate in any discussions pertaining to a related organization.

SCCOE Business Information

SCCOE's business information should not be used either for the purposes of gaining advantage for one's self, a close relative, or another organization or for any other purpose not specifically approved by SCCOE.

Political Activities

It is the expectation that SCCOE volunteers not gain an advantage over other members of the public in terms of access to or utilization of business information of the SCCOE. Volunteers are encouraged to take an active interest and to participate in the political and governmental processes. However, except for those authorized to act on behalf of SCCOE, volunteers participating do so as individuals and not as representatives of SCCOE. To avoid any suggestion of support or sponsorship by SCCOE, a volunteer must never represent that his or her political donation, endorsement or other political activity was made or engaged in with the approval, or on behalf, of SCCOE. Likewise, volunteers must not engage in political activities while volunteering on behalf of SCCOE and never in any form should these activities take place on SCCOE sites.

The Making of Statements

Volunteers should not discuss students, their conditions, abilities, education, or personal issues. Questions of this type should be referred to the student's teacher.

Volunteers may not misidentify themselves as an employee or representative of SCCOE or express an opinion on behalf of SCCOE to the media or any other non-SCCOE employee. In addition, volunteers may not use SCCOE stationery other than for specific pre-approved SCCOE administrative purposes.



Volunteer Agreement

The Santa Clara County Office of Education (SCCOE) volunteer handbook describes important information about the SCCOE and your volunteer activity. Please read the following, add your name where appropriate and sign at the bottom to verify that you have received, read, understand and agree to abide by the SCCOE Volunteer Handbook.

I have entered into a volunteer relationship with the SCCOE and acknowledge that I shall not nor shall I expect to receive any form of payment for volunteer talents and services I contribute to the SCCOE. I may terminate my volunteer service at any time and for any reason and the SCCOE also reserves the right to end my volunteer service whenever the SCCOE deems it to be in the best interest of the SCCOE or the students.

Handbook. I have received a copy of the SCCOE volunteer handbook, and I understand that it is my responsibility to read and comply with the guidelines contained in this handbook and any revisions made to it. The SCCOE reserves the right to make changes in content or application as it deems appropriate, and these changes may be implemented even if they have not been communicated and may supersede, modify, or eliminate existing guidelines. I acknowledge that revisions to the handbook may occur and I should consult with the SCCOE Volunteer Coordinator or my site liaison should I have any questions. Updated versions of the handbook shall be available on the SCCOE website.

The contents of this handbook and the guidelines and procedures described in it are presented as a matter of information and general guidance only and are intended to provide guidelines for site liaisons and volunteers. I acknowledge that this handbook is neither a contract of volunteer service, employment nor a legal document.

Commitment. I understand that as a volunteer for the SCCOE I am committing to this volunteer activity. While the expected commitment varies according to the type of activity each volunteer participates in, the average volunteer activity at a SCCOE site is one school semester (approx. 4 ½ months). In addition, I understand that any materials provided to me for the purpose of my volunteer activity are to be returned to the SCCOE upon completion of my participation as an SCCOE volunteer.

I further acknowledge that I will not share any proprietary information with anyone outside of the SCCOE regarding the SCCOE, its programs or students during or subsequent to my volunteer service. I understand that all materials created by me in the course of my volunteer service for the SCCOE are the property of the SCCOE. In addition, at the end of my volunteer activity, I acknowledge that I will be requested to complete an evaluation of my experience while volunteering at the SCCOE.

Consent. I consent to the use of my name, voice, statements, photographs, videotape, and related representations, involving use of my voice or pictures of me, or both, by any and all entities that comprise the SCCOE, for the purposes of volunteer press-related items, including but not limited to brochures, posters, press releases, fliers, newsletters, the SCCOE website, and any and all other promotional items. I further acknowledge and agree that the SCCOE is not restricted in the form of usage of my name, voice, statements, photographs, videotape, etc. of me and that I will receive no compensation. The SCCOE is the absolute owner of any and all photographs, recordings, and other items (and all rights therein, including the copyright) to which this agreement applies.

I understand and hereby agree to hold the SCCOE, its Board, Officers, employees, volunteers and agents, harmless for any loss, damage or injury sustained by me from any cause whatsoever, arising out of or in connection with volunteering at the SCCOE. I understand that any injury or illness arising out of and in the course of approved volunteer service may entitle me to workers' compensation benefits under the State of California Labor Code. I understand that I may not transport students to and from school or for school purposes without the proper and prior school site administrative and student parent approval. In addition, I may not drive a SCCOE vehicle for any purpose at any time.

I voluntarily agree to and accept the terms and condition as outlined in this volunteer agreement and handbook.

AGREED AND ACCEPTED ON THIS DATE: _____

Applicant's name (please print): _____ **Applicant's Signature** _____

COUNTY SUPERINTENDENT OF SCHOOLS

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