**Questions and Answers Regarding Volunteers**

Question: Should every person who actively participates with the team or extracurricular activity be a registered volunteer?

Answer: Yes.

**Question: What are the steps necessary to become a volunteer?**

**Answer:** Complete the volunteer registration form and send to the Office of Strategic Partnerships or the Family Community Liaison/designee at the school. The proposed volunteer will answer questions relating to criminal history and undergo a background screening which consists of checking the name against the registration information regarding sexual predators and offenders maintained by the Florida Department of Law Enforcement. The Office of Strategic Partnerships also checks the names against a national database. **(THIS IS NOT A LEVEL II SCREENING).**

**Question: Do volunteers need to be Level II screened?**

**Answer:** Pursuant to School Board Policy 9180, volunteers who have unsupervised contact with students must be Level II screened.

**Question: What is unsupervised contact with students?**

**Answer:** Unsupervised contact does not include unanticipated unsupervised contact that is infrequent and incidental.

**Question: Does a volunteer need to register at the beginning of each school year?**

**Answer:** Yes, a registered volunteer needs to reactivate their status every year on Portal. Every five years, a volunteer needs to complete a new volunteer registration form and undergo another background screening.

**Question: If a person volunteers at more than one school, do they need to register at each school?**

**Answer:** A registered volunteer must be “linked” in Portal to each school where they volunteer. This needs to be done by the Family Community Liaison. The Principal or designee is responsible to alert the Family Community Liaison that the volunteer is providing services to the school.

**Question: What does your front office personnel do when a volunteer appears at your school?**

**Answer:** The volunteer should sign in at the front desk and **log into Portal to record their volunteer hours.** A staff member should run their driver’s license through Badge Pass. If Badge Pass is unavailable at the front desk, the staff member should manually check the name by checking the FDLE website.

**Question: What if your front office is closed when volunteers arrive at school? What are your processes?**

**Answer:** If the volunteer is reporting to the baseball field, for example, where Badge Pass is unavailable, the volunteer should sign in and the name should be checked manually pursuant to a process approved by the principal.

**Question: Can a school board employee serve as a volunteer.**

**Answer:** If the employee is instructional, administrative or otherwise exempt for purposes of the Fair Labor Standards Act overtime requirements, then yes, the employee can volunteer.

 If the person is an hourly non exempt support employee, they may volunteer ONLY if the duties they perform as an employee are distinctly different than the services which they will perform as a volunteer. For example, a bus driver would not be able to volunteer to transport students to games. A PE Assistant would not be permitted to be an assistant coach or perform related duties.

**Question: Can a volunteer receive money for volunteer services?**

**Answer:** A volunteer who is a school board employee may ONLY receive a nominal fee. (See attached).

The Department of Labor has determined that a nominal fee can be paid to the volunteer without jeopardizing his/her status as a volunteer. The amount of the nominal fee will be determined by the Principal or his/her designee and under no circumstances exceed the amount of the supplement of the assistant coach or head coach as appropriate.

**Question:** What happens when a person (non school board employee) requests payment, at or near the end of the season, for services which they believe they rendered as a paid coach but the documentation reflects that they are registered only as a volunteer?

**Answer:** A person is not entitled to be paid by the district/school unless, prior to the beginning of the season:

1. The Principal has designated the person as a coach (not the Booster Club or the head coach)
2. They have completed “new hire” paperwork in Human Resources
3. Have been Level II screened (fingerprinted)
4. Have been or are in the process of obtaining their required coaching certificate
5. An alternative staff member must fill out an on-line certified application.

Note: The term “alternate staff” refers to a person to be hired who is entitled to one of the district’s designated supplements. The term “contracted services” refers to a person who is hired as an employee but is paid from funds other than the designated supplements.