

Policy number: I-5	Subject: VOLUNTEERS
	Revision: none
Approved: Agency Board: August 8, 1995	
Policy Council: August 23, 1995	

OBJECTIVE:

It is the policy of this agency to utilize volunteers to implement agency programs. Volunteers provide much of the in-kind contributions required to match the Head Start federal grant, and are responsible for the difference in an adequate and a superior program.

PROCEDURES:

- A. Volunteer services will not be required as a condition to program participation or service delivery.
- B. Volunteers will be subject to all agency policies relative to conduct and conflict of interest.
- C. Preferential treatment in regard to program participation or service delivery will not be given to volunteers.
- D. Parents will be used as volunteers in Head Start classrooms to the fullest extent possible. Volunteers may be required to secure health or TB screenings at the agency's expense.
- E. Volunteers' performance will be evaluated to insure compliance with program regulations.
- F. Volunteers are expected to participate in training which is required by the funding source as a condition to volunteering.
- G. The agency will not be responsible for personal liability incurred by individuals voluntarily donating their services. Workers compensation does not include volunteers, and volunteer work and participation is at the volunteer's own risk.
- H. Program Directors are responsible for ensuring that volunteers are aware of this policy.
- I. Discrimination in the selection and utilization of volunteers is strictly prohibited.