
 Commission scolaire English-Montréal English Montreal School Board		
POLICY:	SCHOOL VOLUNTEER PROGRAM	CODE: DG-4
Origin:	General Directorate	
Authority:	Board Minutes – Volume XXVIII, Page 270, Meeting of May 28, 1980	
Reference(s):		

POLICY STATEMENT

1. The goals of school volunteer programs shall be as follows:
 - a. to assist teachers in providing more individualized instruction in their classes;
 - b. to enrich the children’s experiences beyond what is normally available in schools;
 - c. to increase children’s motivation for learning;
 - d. to relieve teachers of some voluntarily assumed non-teaching tasks in order to free them to perform purely pedagogical duties;
 - e. to provide an opportunity for interested community members to participate effectively in a school’s program;
 - f. to strengthen school community relations through positive participation;
 - g. to develop a better understanding in the community of the needs of public schools.
2. The agreement of the teacher shall be necessary before assignment of a volunteer to that particular teacher.
3. The officers shall submit a progress report after a volunteer program has been initiated for six months.

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PROCEDURE:	SCHOOL VOLUNTEER PROGRAM	CODE: DG-4.P
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PURPOSE

To provide guidelines covering the use of volunteers who offer their services in support of a school's teaching staff.

THE ROLE OF THE VOLUNTEER

1. The school volunteer shall be defined as a concerned person who works regularly or occasionally in a school or other educational setting to support the efforts of professional personnel.
2. The volunteer shall work under the direction of a teacher or other educational professional to strengthen the school program or to offer special skills to enrich the students' learning experiences.
3. The volunteer shall perform tasks, mutually agreed upon by the school professional and the volunteer, according to the needs and objectives of the school and the capabilities and interests of the volunteer.
4. The volunteer shall provide supportive service without remuneration, but it shall be clearly understood that this individual is not a substitute for a professional member of staff.

PROCEDURES FOR ESTABLISHING A VOLUNTEER PROGRAM

Planning

1. The individual school shall be responsible for the following:
 - a. identification of the specific areas which need volunteer help;
 - b. definition of the objectives of its volunteer program;
 - c. recruitment of volunteers to the extent possible;
 - d. orientation, training and supervision of volunteers;
 - e. evaluation of volunteers;
 - f. recognition of volunteers.
2. The Board's communications consultant shall be responsible for advising and assisting schools with the above (a-f).

Recruitment of the School Volunteer

1. All recruiting of volunteers shall be done on the basis of expressed program needs.
2. In the interest of ensuring better matching of volunteers and assignment, volunteers shall be recruited for specific tasks.
3. At the Board level, an attempt shall be made to recruit volunteers who will work in a number of schools and who will fill needs identified in individual schools unable to recruit their own volunteers.
4. An attempt shall be made to recruit student volunteers.
5. An attempt shall be made to recruit volunteers from business and industry.
6. Appropriate volunteer application forms should be developed.

Orientation and Training of the Volunteer

1. The orientation and training for volunteers provided at the school level shall be supplemented with the assistance of the communications consultant.
2. Adult Education and Vocational Services may provide training programs for volunteers.
3. Additional specialized training may be provided by utilizing such community resources as the Montreal Museum of Fine Arts.

Evaluation of the Volunteer

A systematic evaluation of the volunteer program shall be undertaken annually.

Volunteer Recognition and Publicity

1. With the exception of those volunteers working in specialized programs involving a number of schools, the responsibility for recognizing the contributions made by volunteers shall be that of the school in which they work.
2. The Communications Division shall publicize the contributions of the volunteers and the programs in which they are participating.

Human and Financial Resources

Consideration may be given at the school level for making funds available in cases of particular need to cover the volunteer's out-of-pocket expenses (e.g. transportation costs).