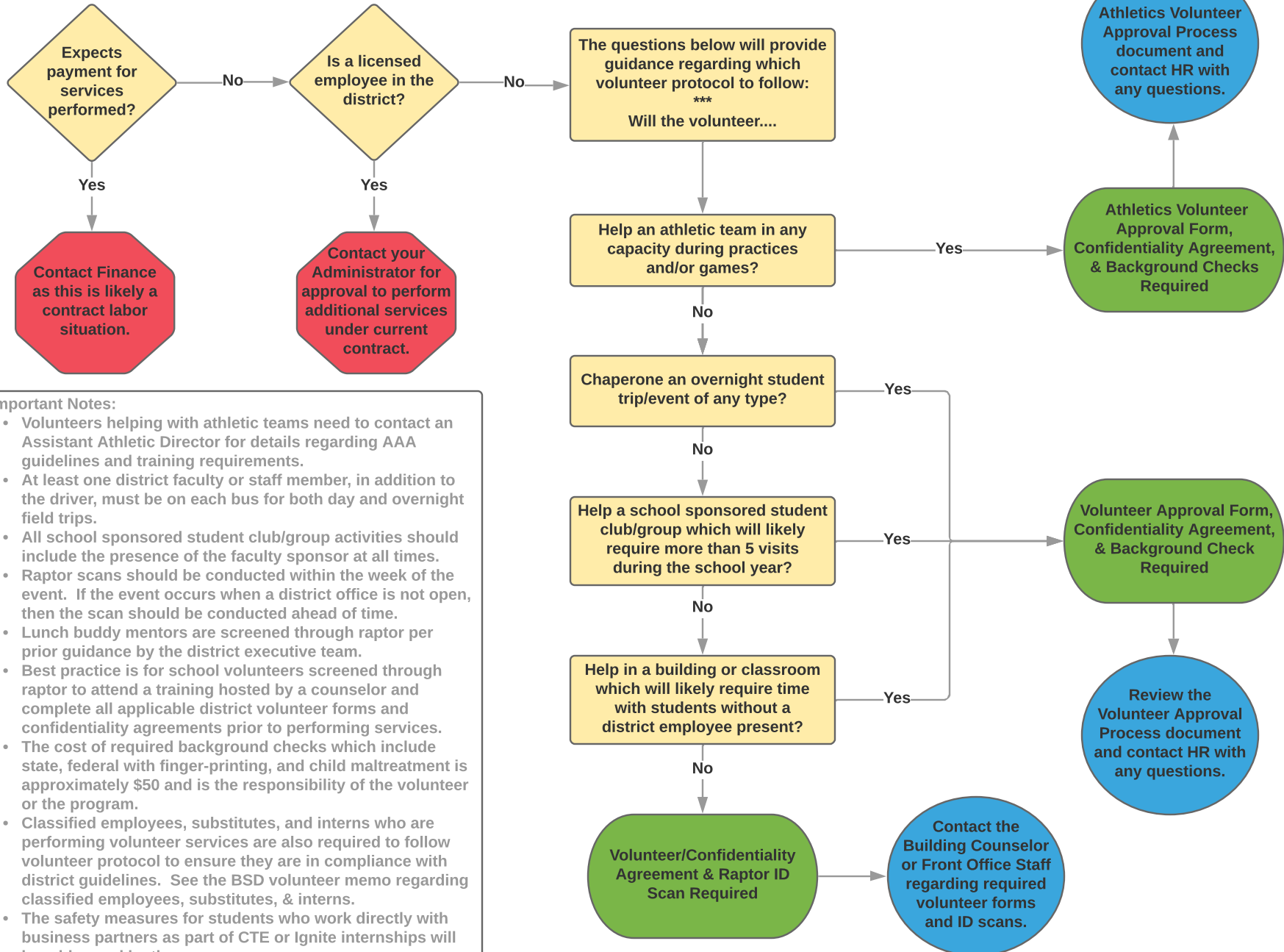


VOLUNTEER PROTOCOL FLOWCHART



Bentonville Schools

Volunteer...



Important Notes:

- Volunteers helping with athletic teams need to contact an Assistant Athletic Director for details regarding AAA guidelines and training requirements.
- At least one district faculty or staff member, in addition to the driver, must be on each bus for both day and overnight field trips.
- All school sponsored student club/group activities should include the presence of the faculty sponsor at all times.
- Raptor scans should be conducted within the week of the event. If the event occurs when a district office is not open, then the scan should be conducted ahead of time.
- Lunch buddy mentors are screened through raptor per prior guidance by the district executive team.
- Best practice is for school volunteers screened through raptor to attend a training hosted by a counselor and complete all applicable district volunteer forms and confidentiality agreements prior to performing services.
- The cost of required background checks which include state, federal with finger-printing, and child maltreatment is approximately \$50 and is the responsibility of the volunteer or the program.
- Classified employees, substitutes, and interns who are performing volunteer services are also required to follow volunteer protocol to ensure they are in compliance with district guidelines. See the BSD volunteer memo regarding classified employees, substitutes, & interns.
- The safety measures for students who work directly with business partners as part of CTE or Ignite internships will be addressed by those programs.