

## **P7106 VOLUNTEER LABOR**

### **BOARD POLICY:**

**The Board of Education will permit school building and site improvements or other work to be done by voluntary labor, subject to limitations established by policy. For more information, please see BOE Policy 2125 – School Partners and Volunteers.**

Administrative Implemental Procedures:

1. Complete information concerning the nature of the building or site improvement shall be written on a request signed by the principal and submitted for approval to the Director of Design & Construction at the School Service Center.
2. Upon approval, a Facilities Division supervisor will be assigned as consultant for the project, however, it will be the responsibility of the building administrator to insure that all applicable building and fire codes, safety requirements, specifications and Board policies are satisfied.
3. If the project so requires, the volunteer must possess any necessary licenses or certification, and obtain the required permits and inspections.
4. The finished project shall be complete and functional, so as not to be dependent on any additional work to satisfy adopted standards, nor shall such project require long-term expenditures of public funds for maintenance or operation.
5. Individuals volunteering labor shall furnish all necessary equipment and be responsible for its use.
6. Approved volunteers should be advised that they can qualify for the school district liability insurance in the performance of their service if they meet the following criteria:
  - a. The district's Volunteer Coordinator or designee has screened and approved the individual's application, and the individual has attended a district volunteer orientation session.
  - b. Each volunteer must sign in and out of the building using the district's I.D. badge protocol.

Administrative Responsibility: Superintendent or designee

Latest Revision Date: November 2019

Previous Revision Date: November 2016 P7106