

Pontiac School District – 2015/2016 Volunteer Process

Process

- Each building will be responsible for screening their own volunteers. Forms must be completed by the volunteer and submitted with a copy of their Michigan State Identification Card. Most community volunteers are first seen by the building.
- If a community volunteer does not come through a building, Human Resources will complete the screening and send the volunteer registration form to the curriculum office to match talent with needs of the schools.
- Volunteers can access the form on the Pontiac School District website and at the school locations. Volunteer forms must be signed by the building administrator prior to being submitted to Human Resources.
- Human Resources will conduct the ICHAT and update the Volunteer List for building Secretaries.
- Volunteers may NOT begin until they have been through the screening process. (Process can take up 24 hours). If a volunteer has a hit on their Ichat report; we will need to have it reviewed by the Pontiac School District Chief of Security.
- IChat's will NOT be completed without the completed form and a copy of their Identification card.
- Once the IChat has been completed and approved, Human Resources will add the volunteer to the Volunteer Spreadsheet and send to building Secretaries via email. Secretaries will call volunteers as needed.
- If the community volunteer is directed to the Curriculum Office for placement review; the Curriculum Office will be in contact with the building Secretary; either the Curriculum Office or building Secretary will contact volunteers.
- Hard copies of the *Volunteer Background Check Authorization Form* will be kept in the Human Resources Office for the school year. *Volunteer Background Check Authorization Forms* need to be completed each school year.
- All forms and IChat responses are kept confidential and only reviewed by Human Resources and the Chief of Security if needed.