



Human Resources
Greater Albany Public Schools
Susie Orsborn, Executive Director

Ph: (541) 967-4503
Fax: (541) 967-4584

Greater Albany Public Schools Volunteer Guidelines

Volunteers are an important part of the education team. Volunteers in Albany's schools are enhancing the education of children every day. They help school staff enrich children's learning experiences. By giving of their time, volunteers allow schools to offer more services to children and families, and to better meet the individual needs of each child.

How to be a good volunteer:

Be punctual and reliable. Volunteers are most helpful when they can be counted on. If you can't make it for your shift or will be late, please call the school office as far in advance as possible. Be fair and realistic with yourself about the times you can volunteer, and then stick with that schedule. Make it a priority.

Be a good ambassador. As a volunteer, you represent the school and the district not just "on the job," but everywhere in the community. Help spread the word about the good things that your school is doing. Answer questions when you can, or urge people to call the school for more information. If you have concerns about anything happening in the school, speak to the principal.

Keep confidential information confidential. As a volunteer, you may learn confidential information about Albany students. It is critical that you keep that information confidential, and not divulge it, even to friends or family. Students trust you to maintain their rights and privacy.

Set a good example for students and visitors by following school and district rules. We expect our students to dress modestly and use respectful language. By wearing appropriate clothes and using respectful language when you volunteer at school, you can help set a good example for students that school is an important place that deserves our respect. Please do not wear revealing clothing. Also, references to alcohol, tobacco, drug, or violence and inappropriate language are not allowed on clothing. It's also important to remember that student discipline is the responsibility of the teacher and/or principal.

Learn the basics:

Your job will be easier if you learn the following:

- The classroom, school and district's rules
- Your way around your school or other volunteer site, including the location of restrooms, supply and workroom areas, staff lounge areas, and entrances and exits
- Where to sign in and out, and how to get a name tag
- What to do in an emergency (see following sections)
- Where to park
- Your school's calendar and schedule
- How to order lunch from the cafeteria

Background checks

For the safety of our students, all Albany school district volunteers are required to pass a criminal background check, before volunteering and will need to re-apply every year (all background checks will expire annually on June 30). You will be asked to complete an online Criminal History Verification of Applicants form located at www.albany.k12.or.us/volunteer. This form will be processed through the NWRESA. The information provided is kept confidential. It is the policy of the Albany School District that those who have been arrested and convicted of felony charges will not be able to work as volunteers in Albany schools but may continue to work with and support their own children in our schools.