

Community Volunteers Policy/Procedure

Head Start can offer various opportunities for volunteerism through a variety of different options. These options include the Foster Grandparent Program, MFIP, Community Service Workers, student workers, RSVP, and community residents.

Policy/Procedure:

- Individual must contact the Program Manager to complete appropriate paperwork.
- Each individual volunteer is required to complete and receive a positive background check through the Department of Human Services.
- Each individual volunteer must sign a confidentiality form.
- Site staff is consulted prior to placement of volunteer worker.
- The immediate supervisor of a volunteer is the Center Manager/Provider. It is important that job duties and hours be set up with the Center Manager/Provider prior to start up.
- Any problems or concerns should be addressed to the Program Managers.

This policy complies with Head Start Performance Standard 45 CFR Section 1304.50.

Approved by Policy Council on 3-22-2005