



# Volunteer Portfolio and Checklist

Recruitment | Selection | Orientation | Recognition

Learn more about the definition and role of the volunteer, the roles and responsibilities of the School Administrator/employees, screening and risk management, expectations of the Police Record Check, and insurance and termination information by accessing [Administrative Procedure SO-046 – Volunteers](#).

**Recruitment:** Volunteers may be a parent or guardian, a family or community member, or even a student. Administrators can recruit volunteers through their School Council, by accessing parents of the school, through seniors' organizations, local universities, community colleges and secondary schools, local volunteer centres or service clubs.

## Before You Begin:

- Have you considered the school program/activity area that your volunteers will be engaged in?
- Have you determined the types of skills/interest that will be useful to carry out the assignment?
- Are you prepared to keep an inventory/database of your volunteers?
- Have you arranged a location where you can store the personal information of your volunteers to ensure the requirements of privacy and information management are met?
- Have you considered a School Volunteer Information Sheet? This includes: volunteer name, address, contact numbers, interests/skills, languages spoken, program or activity area they wish to volunteer, availability of days and times preferred by the volunteer, etc.

**Selection:** The most significant requirement in the selection process is the Police Records Check and a Vulnerable Sector Search. An individual must have the Police Record Check and Vulnerable Sector Screen complete and approved before they are able to volunteer.

In addition to the Police Records Check and Vulnerable Sector Screening, you may consider one or more character reference checks. Some suggested questions to consider asking when inquiring about a volunteer include:

- How long have you known this person and in what capacity?
- Is this person reliable and punctual?
- Would you consider this person for a volunteer position?

**Orientation:** A well-prepared orientation is a key component to outline expectations. Orientations may be conducted individually or in a group. September may be an optimal time for the orientation and training.

Consider the following in your orientation:

- Provide a copy of [SO-046-Volunteers](#)
- Review School Policies
- [Code of Conduct](#)
- Identification (name tags)
- School Tour
- Employee Introductions
- [School Council Information](#)
- Fill in a School Volunteer Information Sheet
- Sign a School Volunteer Agreement\*
- Discuss the importance of confidentiality



# Volunteer Portfolio and Checklist

## Recruitment | Selection | Orientation | Recognition

\*School Volunteer Agreements can be useful resources. Information on an agreement may state friendly terms based on the expectations of the school and the volunteer. An agreement may also include: duties and responsibilities, time commitment, statements that respect confidentiality, starting date and ending date, and a procedure for reporting absences. The volunteer and Administrator sign the agreement.

**Recognition:** The recognition of volunteers for a job well done should be an integral part of the volunteer experience at a school.

Recognition can be shown in a friendly gesture or during a formal celebration. Some items to consider may include:

- Host a Volunteer tea or luncheon at any time or during National Volunteer Week in April
- Hold a special year-end ceremony to honour school volunteers
- Issue Certificates of Appreciation (Contact: [Manager of Communications and Community Relations](#))
- Display photos of volunteers working in the school with students on a bulletin board
- Newsletter inserts to profile, recognize and/or recruit volunteers

Contact the [Manager of Communications and Community Relations](#) to share a story about one of your volunteers on the Grand Erie website and via social media.

Use the Submit an Event feature when you have an event that celebrates volunteers.