



**COUNTY OF SAN BERNARDINO**  
**PRESCHOOL SERVICES DEPARTMENT**  
**POLICY**

NO. 01 FCP ISSUE 1

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EFFECTIVE: 06-16-14

SUBJECT:

**Volunteers**

APPROVED: 06-16-14

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BY: Diana Alexander, Director

### PURPOSE

To ensure all volunteers working at a Preschool Services Department (PSD) site or event meet all licensing requirements.

### POLICY

Head Start programs must use volunteers to the fullest extent possible. Special efforts must be made to have volunteer participation, especially parents, in the classroom and during group socialization activities.

### REFERENCE

Head Start Performance Standards 1306.22 (a)(b); Title 22 101170 (b) (1-5)

### PROCEDURE

#### 1. Definitions

**Volunteer is** a current or former Head Start/Early Head Start parent or legal guardian, interns, or any community member who performs services on a continuous basis at a PSD site under the supervision of staff without receiving compensation.

**Initial Presence in the center** is the day the Site Supervisor completes the initial Volunteer Interest Form with the potential volunteer.

#### 2. Types of volunteers

- Current or former Head Start/Early Head Start parents/legal guardians
- Interns
- Students who need classroom observation hours to meet a college/university course requirements
- Transitional Assistance Department (TAD) customers who need to complete Community Service hours

#### 3. Documentation required from volunteers

- Proof of negative Tuberculosis (TB) test which has been performed not more than six months prior to or seven days after the initial presence in the center (renewal of negative TB test is required every year)
- Valid California Identification or Driver License
- Course syllabus, if applicable

#### 4. Approval process

The following are the steps for site staff to obtain approval for current or former parents/legal guardian volunteers:

Step	Action
1	<p>The Site Supervisor:</p> <ul style="list-style-type: none"> <li>• Completes the Volunteer Interest form</li> <li>• Collects documentation required from volunteer (as stated above)</li> <li>• Faxes the completed Volunteer Interest form with copies of documents to the Volunteer Coordinator at (909) 383-2086</li> <li>• Keeps a copy of all documents</li> </ul>
2	<p>The Volunteer Coordinator:</p> <ul style="list-style-type: none"> <li>• Reviews the documents for completeness</li> <li>• Signs the Volunteer Interest form and faxes it back to the Site Supervisor.</li> <li>• Keeps record of all volunteers</li> </ul>
3	<p>The Site Supervisor:</p> <ul style="list-style-type: none"> <li>• Informs the parent that s/he has been approved to volunteer at the site</li> <li>• Ensures the volunteer does not go over the 16 hours per week maximum.</li> </ul>

**Note:** any person volunteering for 16 hours or more **per week** will require a background check and fingerprint clearance.

The following are the steps for site staff to obtain approval for students who need classroom observation hours:

Step	Action						
1	<p>The Site Supervisor asks the student how many hours and days of observation s/he needs to meet school requirements:</p> <table border="1" data-bbox="418 1390 1349 1774"> <thead> <tr> <th>If the student needs...</th> <th>Then the Site Supervisor will...</th> </tr> </thead> <tbody> <tr> <td>Less than 10 hours total,</td> <td> <ul style="list-style-type: none"> <li>• Verify the student has a current TB test and valid photo id</li> <li>• Complete the Volunteer Interest form</li> <li>• Keep the form in the office</li> </ul> </td> </tr> <tr> <td>More than 10 hours total</td> <td> <ul style="list-style-type: none"> <li>• Request a copy of the course syllabus</li> <li>• Follow the steps for approval process described above</li> </ul> </td> </tr> </tbody> </table>	If the student needs...	Then the Site Supervisor will...	Less than 10 hours total,	<ul style="list-style-type: none"> <li>• Verify the student has a current TB test and valid photo id</li> <li>• Complete the Volunteer Interest form</li> <li>• Keep the form in the office</li> </ul>	More than 10 hours total	<ul style="list-style-type: none"> <li>• Request a copy of the course syllabus</li> <li>• Follow the steps for approval process described above</li> </ul>
If the student needs...	Then the Site Supervisor will...						
Less than 10 hours total,	<ul style="list-style-type: none"> <li>• Verify the student has a current TB test and valid photo id</li> <li>• Complete the Volunteer Interest form</li> <li>• Keep the form in the office</li> </ul>						
More than 10 hours total	<ul style="list-style-type: none"> <li>• Request a copy of the course syllabus</li> <li>• Follow the steps for approval process described above</li> </ul>						
2	Completes the timesheet provided by the school						

The following are the steps for all staff to obtain approval for intern students:

Step	Action
1	<p>Once a student interested in an internship at PSD contacts a staff member with request, the staff member will:</p> <ul style="list-style-type: none"> <li>• Obtain student information</li> <li>• Forward information to the Volunteer Coordinator</li> <li>• Provide student the Volunteer Coordinator information</li> </ul>
2	<p>The Volunteer Coordinator:</p> <ul style="list-style-type: none"> <li>• Contacts the student to inform him/her of all requirements</li> <li>• Meets with student to complete all necessary paperwork</li> <li>• Contacts the appropriate Program Manager to let them know the student has been approved for internship</li> </ul>
3	<p>The Intern Supervisor (Special Services staff):</p> <ul style="list-style-type: none"> <li>• Sets a schedule for internship</li> <li>• Provides training to student</li> <li>• Completes paperwork required by the school</li> <li>• Informs the Volunteer Coordinator when the internship has ended</li> </ul>

**Note:** the above instructions also apply for interns with contract providers.

5. Assistance with TB testing

Program Generalists will assist parents with resources to obtain a TB test when necessary.

Program Generalists will:

- Communicate with the parent to determine if s/he has medical coverage
- Offer resources for obtaining Medi-Cal
- Provide list of TB resources in the local community
- Provide voucher to obtain TB test, only when necessary