



P-12 Project Guidelines for Public School Volunteer Program Coordinators

These guidelines apply to coordinators of programs that place volunteers in public schools in cooperation with the P-12 Project.

Volunteer program coordinators will:

- Ascertain that the school principal is advised of the volunteer activities that will take place in the school building.
- Cooperate with school staff with respect to the supervision of volunteers.
- See that volunteers are provided with and agree to abide by the P-12 Project Standards of Behavior for Volunteers Working in Public Schools.
- Provide appropriate volunteer orientation and training, in cooperation with school personnel.
- Work with school personnel to determine whether there are school policies, rules and guidelines that volunteers must comply with or be aware of, and provide appropriate training on such policies, rules or guidelines.
- Advise volunteers not to use personal vehicles to transport students unless they obtain prior approval from the school principal.
- Limit volunteer meetings with students to school sites, unless the program is specifically designed for off-site meetings, volunteers have been provided with training appropriate for off-site meetings, and the building principal is aware that students are participating in off-site meetings.
- Report any threats to volunteers' or students' emotional or physical well-being to school personnel.

Volunteer coordinators acknowledge that at the discretion of the public school, The Ohio State University, or the non-profit agencies or other organization directing or coordinating the volunteer activity, background checks may be conducted.