



Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

Adopted by LSB: 01/22/2013

Effective: 01/22/2013

Category: Employment, Benefits, and Workplace

Volunteer Policy

Proposal Amendment

4-20-2009

Purpose

In order to ensure the safety and well being of our students and staff, it is necessary that Ka 'Umeke adopt and abide by a Volunteer Policy. The Volunteer Policy is also intended to support an appropriate school and work environment

Definition of a Volunteer

A **Volunteer** is someone who chooses to undertake an activity of their own free will and in their own time. A **Volunteer** is anyone who without compensation or expectation of compensation beyond reimbursement performs a task at the direction of and on behalf of Ka 'Umeke. A **Volunteer** must be officially approved by Administration prior to performance of any task. Unless specifically stated, volunteers shall not be considered as 'employees' of Ka 'Umeke.

A **Kokua** is someone who is fulfilling their Ka 'Umeke 'ohana agreement or someone invited by the school to participate in school excursions, school activities, local school board, and/or wherever else necessary. Any **Kokua** must receive prior approval from Administration, must be assigned to a Ka 'Umeke employee who will be responsible to communicate to the rest of the school community of their presence on campus. A **Kokua** must also adhere to all guidelines as stated on this policy.

Procedures

The volunteer must complete and submit a Volunteer Request Form to the HR Department within 2 weeks of requesting start date.

Volunteer must provide verification of TB clearance.

HR will then schedule an interview for the volunteer with Administration and/or sponsoring staff member for the role of the volunteer and their schedule.

Guidelines

The volunteer's schedule must be on file with the school business office, and the volunteer must sign in and out whenever on school grounds.

All volunteers will receive and must wear a volunteer tag throughout their time on school grounds.

Verification of TB clearance must be completed and on file at the school business office for all volunteers.

All volunteers should be dressed in a manner that does not detract from a productive and healthy school work environment.

All volunteers should behave in a manner that does not detract from a productive and healthy school work environment.

These guidelines apply to all volunteers, including family of students and staff who enter school grounds during normal school hours.



Volunteer Request

Contact Information

Name

Contact Phone

E-Mail Address

Availability

During which hours are you available for volunteer assignments?

Please circle days you are available: M T W T H F

Please circle: Weekly or Monthly

Available Times:

Start Date:

End Date:

Comments:

Interests

Tell us in which areas you are interested in volunteering and why:

Please circle grade preferences:

Classroom Teacher M 1 2 3 4 5 6 7

Classroom Tutor M 1 2 3 4 5 6 7

Admin. Office

Business Office

Hale 'Aina/Wa Pa'ani

Other: *(please specify)*

Comments:

I Ulu i ke Kuamo'o ♦ I Mana i ka 'Ōiwi ♦ I Kā'eo no ka Hanauna Hou!
Inspired by Our Past ~ Empowered by Our Identity ~ Prepared for Our Future!



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Reason for Volunteering:

Tell us why you would like to volunteer at Ka 'Umeke:

Please list some goals/objectives you would like receive from this experience:

Agreement and Signature

By submitting this request, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)

Signature

Date

For Official Use Only!

Date Request Rec'd:

Received By:

Comments:

Administration Approval :

Date:

Revised 9/09/2008

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