

VOLUNTEER ASSISTANCE

Volunteers Working With Students

Volunteers who work with students shall be under the immediate supervision of certificated employees unless they have been fingerprinted and received criminal record clearance. (Education Code 35021)

Procedures for Self-Help Work Projects

All volunteer projects must be approved before the project begins. A "Self-Help Work Request" form (Exhibit 1240(b)) must be completed. The request must include a detail description of the project, estimated start and completion dates, specific items to be accomplished by Contract, PTA or Maintenance Department with estimated labor and material cost.

The Volunteer group must designate a project coordinator who will complete and forward to the site administrator a "Self-Help Request" form. After the request is approved by the principal, it will be forwarded to the Director of Facilities and Operations for review and approval to insure the project complies with health, safety, and building codes as well as environmental laws. After approved by the Director of Facilities and Operations, copies will be submitted to the Risk Manager, for review, and the Assistant Superintendent of Business Services for final approval. A courtesy copy will also be sent to the President of the Ventura Classified Employees Association (VCEA).

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 7111 - Evaluating Existing Buildings)

(cf. 7210 - Architectural and Engineering Services)

The project cannot begin until the "Self-Help Work Request" form has been reviewed and approved by all parties and a meeting scheduled between the Principal, Director of Facilities and Operations and the Project Coordinator to discuss the scope of work. The Work Request form will take two to three weeks for review and approval by all parties. Modifications to the original scope of work cannot proceed without District approval. Unauthorized and unacceptable work may require corrections at the requestor's expense. Volunteers may be responsible for the cost of materials.

Monitoring And Assistance

The Facilities, Maintenance and Operations Department will inspect all the work for completeness and compliance with the original request. The Department will provide on-site assistance and supervision where required. Spot supervision or help will be provided depending upon the scope of the project and the expertise of the Self-Help group.

VOLUNTEER ASSISTANCE

Hold Harmless/Participation Agreement

Each volunteer agrees to "assume the risk of loss or injury which they may sustain while participating in the Self-Help work project. Additionally, each volunteer will be required to sign a Participation Agreement & Assumption of Risk form (Exhibit 1240(c)) before the self-help project starts. Unsalariated volunteers shall be considered employees of the district for Workers' Compensation Insurance purposes. If injured while serving as volunteers in the district, they should file Workers' Compensation Insurance forms provided by the district office.

(cf. (GET # FROM B. DALTO)- Workers Compensation)

VOLUNTEER ASSISTANCE

RESOLUTION OF THE BOARD OF EDUCATION
OF THE VENTURA UNIFIED SCHOOL DISTRICT

In the Matter of
Coverage for Volunteers
Under the Workers'
Compensation Program

WHEREAS, the Board of Education of Ventura Unified School District has under Board Policy #1240 authorized and encouraged use of community volunteers in the educational programs and operations of the District; and

WHEREAS, Section 3364.5 of the Labor Code states that a volunteer, unsalaried person authorized by the governing board of a school district to perform volunteer services for the school district, upon the adoption of a resolution of the governing board of the school district, be deemed an employee of the district for the purposes of this division and shall be entitled to the worker's compensation benefits provided by the division for any injury sustained by him while engaged in the performance of any service under the direction and control of the governing board of the school district;

NOW THEREFORE BE IT RESOLVED that the Board of Education of Ventura Unified School District hereby formally authorizes coverage for its volunteers under said district's self-funded workers' compensation insurance program.

ADOPTED this FOURTEENTH day of AUGUST, 1990, by the Board of Education of the Ventura Unified School District

Barbara J. Myers, President
Board of Education
Ventura Unified School District

VOLUNTEER ASSISTANCE

**VENTURA UNIFIED SCHOOL DISTRICT
FACILITIES, MAINTENANCE AND OPERATIONS**

SELF-HELP PROJECT

Do not begin project until you have received an approved copy of this request

School: _____ Date: _____

Name: _____ Title: _____ Telephone: _____
Name and telephone number of organization Project Coordinator responsible for the project

- 1. Plans Included: Yes _____ No _____ (Plans required for Facility/Grounds Improvement Projects)
- 2. Purpose and Description of the Project: _____

- 3. Maintenance: Will the modification/improvement require ongoing district maint.: Yes _____ No _____
 - 4. Structural: Are there any modifications required? Yes _____ No _____
 - 5. School Use: Is the primary benefit for school use? Yes _____ No _____
 - 6. Community Group Use: Is the primary benefit for use by outside groups Yes _____ No _____
- Groups: _____

TASK	Accomplished By Contract, M&O, PTA.	*Labor Cost (Est)	*Material Cost (Est)	Start Date (Est)	Completion Date (Est)

* Source of Funds: _____

<u>Title</u>	<u>Signatures:</u>	<u>Date</u>
Project Coordinator:	_____	_____
School Site Administrator:	_____	_____
Director, M & O or designee:	_____	_____
Risk Manager:	_____	_____
Asst. Super. Business Serv.:	_____	_____

Note: All work **MUST** be performed in accordance with established **BUILDING AND FIRE CODES**. Electrical, Plumbing work must be accomplished by a licensed contractor or performed under the supervision of a skilled district maintenance employee knowledgeable of the trade involved.

VOLUNTEER ASSISTANCE

VENTURA UNIFIED SCHOOL DISTRICT

PARTICIPATION AGREEMENT & ASSUMPTION OF RISK

The undersigned wishes to volunteer his/her services to the Ventura Unified School District for the _____ activity. I agree to follow all instructions and directions provided by the District's supervisors.

I understand that there is a risk of injury by participating in this activity and understand the nature of the risks involved. Further, I agree to assume the risk of loss or injury which I may sustain.

Signed: _____ Date: _____
Participant

Signed: _____ Date: _____
Ventura Unified School District