



# Colorado Military Academy

## Colorado Military Academy Volunteer Program

### 1. Purpose

The Colorado Military Academy Volunteer Program is designed to encourage community involvement, enhance student learning, and provide additional support to staff and faculty. Volunteers play a vital role in creating a positive educational environment while maintaining student safety and academic integrity.

### 2. Eligibility & Requirements

To ensure a safe and productive experience, volunteers must meet the following criteria:

#### 2.1 General Requirements

- Be at least 18 years of age (unless part of a supervised student volunteer program).
- Complete a Volunteer Application form (link to be provided once available).
- Complete Volunteer Training to ensure an understanding of the program.
- Sign a Volunteer Agreement to protect student privacy.
- Undergo a background check.

#### 2.2 Background Checks

Volunteers who work directly with students, chaperone field trips, assist with school events, or have unsupervised access must pass a background check. Background checks will be renewed annually as required by school policy. Any individual with certain criminal offenses (e.g., child abuse, violent crimes) will not be eligible to volunteer.

#### 2.3 Background Check Categories

##### 1. Teen Volunteers (Under 18)

- **Background check required.**
- Volunteers aged 16 -18 are required to undergo a background check, and they must be part of a supervised student volunteer program. They are required to complete the Volunteer Application.

##### 2. Parents Volunteering to Assist Their Child

- **Background check required.**
- Parents volunteering to assist their child in the classroom are required to undergo a background check, and must check in with the front office and supply their driver's license.
- Parents volunteering to assist their child **may not assist other students.**
- Parents joining the classroom for special occasions, like birthdays, holiday parties fall under this category.

### 3. Occasional Volunteers

- **Background check required.**
- Individuals volunteering occasionally (e.g., career day, field day) must complete the volunteer background check process, including the Volunteer Training and Volunteer Agreement.

### 4. Supervised Volunteering with Children

- **Background check required.**
- Volunteers who wish to assist with children on a regular basis (e.g., reading to kids in the classroom monthly, while under the supervision of a CMA staff member) must complete a volunteer application, undergo a background check, complete Volunteer Training, and sign the Volunteer Agreement.

### 5. Volunteers for Overnight Events

- **Background check required.**
- Volunteers attending overnight field trips must complete a background check, Volunteer Training, Volunteer Agreement, and FERPA Training, in addition to submitting an FBI Fingerprint Background Check form. This form is provided by the Volunteer Coordinator and is not available online. Once received, further instructions will be given regarding the fingerprinting process.

## 2.4 Volunteer Trainings

There are several types of volunteer training required for different volunteer roles:

- All volunteers must complete the **Volunteer Application, Volunteer Training, and Volunteer Agreement.**

### Specific Training for Different Roles:

- **Classroom Volunteers:** FERPA Training and FERPA Disclosure.
- **Library Volunteers:** Library Training and Library Agreement.
- **Kitchen Volunteers:** Food Safety Training and Food Safety Guidelines.
- **Concessions/School Store Volunteers:** Financial Handling Training, possibly Food Safety Training, and possibly Food Safety Guidelines.

## 3. Roles & Responsibilities

Volunteers may assist in various capacities, including but not limited to:

- **Classroom Assistance:** Supporting teachers and students with classroom activities.
- **Library & Administrative Support:** Helping with book organization, paperwork, or front desk tasks.
- **Special Events & Field Trips:** Supervising students and assisting staff.
- **Tutoring & Mentoring:** Providing academic support under staff guidance.

### **3.1 Volunteer Conduct**

All volunteers must:

- Follow school policies and procedures.
- Wear a school-issued Volunteer Badge at all times.
- Maintain student confidentiality and refrain from discussing student progress with anyone except school staff.
- Follow staff instructions and never discipline students.
- Report any concerns or incidents to a teacher or administrator immediately.

### **4. Attendance & Scheduling**

- Volunteers must sign in and out at the front office each visit.
- Scheduled volunteers should notify the school in advance if unable to attend.
- Consistent attendance is encouraged, but flexibility is available based on availability.

### **5. Termination of Volunteer Services**

Colorado Military Academy reserves the right to dismiss any volunteer for the following reasons:

- Violating school policies or confidentiality rules.
- Engaging in inappropriate conduct.
- Failing a background check.
- Failing to meet the expectations set forth in this policy.

### **6. Acknowledgment & Agreement**

All volunteers must sign an agreement stating they have read, understood, and will abide by Colorado Military Academy's Volunteer Policy.