


Performance Standard:	Family and Community Engagement Program Services Subpart E 1302	<h2 style="text-align: center; color: #800000;">INCA Community Services</h2> <h3 style="text-align: center;">Head Start & Early Head Start Policies and Procedures</h3> <div style="text-align: center;">  </div>
Sub Category:	Family Engagement 1302.50 b 4 1032.34 b 3; Human Resource 1302.94; 1306.22; 1306.22 a; 1306.22 b	
Reference:	OKDHS- Licensing	
PC Approval Date:	9/2018	
GB Approval Date:	8/2018	
Form:	Volunteer job description, Standard of Conduct, Volunteer Application, Regular Volunteer File Checklist	
Responsible:	Area Supervisors/FEC, Teaching Staff	
<h2>Volunteers</h2>		
Policy		
<p>INCA expect each classroom to recruit and maintain active volunteers. Special efforts are made to have volunteers participation, especially parents, in the classroom and during group socialization activities. INCA implements a system to actively recruit, train, and utilize volunteers. All volunteers are treated with respect. INCA ensure children are never left alone with volunteers.</p>		
Regular Volunteer/ Occasional Volunteer		
<ul style="list-style-type: none"> ● Regular Volunteer - An individual who volunteers who have a regular exposure to children for 40 plus hours a month. ● Occasional Volunteer or Special Event Volunteer - An individual who volunteer at special events or on a drop in basis less than 40 hours a month. Example: Reading to class, assisting with party, field trips ● Children are never left alone with volunteers. 		
Volunteer Process		
<ul style="list-style-type: none"> ● Area Supervisor/FCE distribute volunteer job descriptions and applications at orientation, at events or hand out or mail them to parents or other interested parties expressing an interest in volunteering. ● When interested parties contact INCA about volunteer opportunities, the Area Supervisor/FEC and/or Classroom Teaching staff will assist the prospective volunteer find which area they would like to volunteer in and whether they will be a regular or occasional volunteer. 		

Regular Volunteer Process

- The Area Supervisor shares the Volunteer Job Description and informs the interested party of health exam, drug and alcohol testing, references and background check requirements.
- The Area Supervisor/FEC schedules an interview with the Human Resource Director to meet with the potential volunteer to complete the volunteer application.
- Before the parent/interested party can volunteer on a regular basis for Head Start or Early Head Start, the program:
 - Performs a background check.
 - Requires documentation of current health exam completed within the last 12 months.
- Human Resource Director verify that the interested party has passed the requirements.
- Human Resource Director shall notify the individual of approval or disapproval.
- When the volunteer position is accepted by the individual, Area Supervisor/ FEC assign the volunteer to a specific site.

Screening for Communicable Diseases

- INCA ensures regular volunteers have been screened for appropriate communicable diseases in accordance with state, tribal or local laws.
- In the absence of state, tribal or local law, the Health Services Advisory Committee is consulted regarding the need for such screenings.

Occasional Volunteer in Classroom or Special Events

When the parents volunteer in the classroom or at Head Start/Early Head Start sponsored events, the program requests that parents completes just the upper portion of the Volunteer Application.

Volunteer Orientation

Program Management or Teachers provide orientation and training for volunteers. This training includes, but is not limited to, the following:

- Orientation to Head Start
- Confidentiality of records
- Communication between staff, parents, and children
- Dress code
- Standards of Conduct

Volunteer Time Records

Volunteers are asked to sign the Volunteer In-kind form each time they volunteer. Each classroom submits to the Head Start Administrative office a Volunteer In-Kind Report which includes the volunteer non-Federal Share.

- Area Supervisor/FEC enters data from the Volunteer Application into Child Plus.
 - The Administrative Secretary can access this data for the purposes of tracking in-kind donations.
 - The Area Supervisor/FEC makes copies of the completed forms and send the originals to the Administrative Secretary a timely manner.
- The Area Supervisor completes the Program In-Kind Sheet and submits it to bookkeeping for processing and auditing.
- Bookkeeping stores all completed in-kind forms.

Related Policies
Standard of Conduct
Definitions/Acronyms
PC - Policy Council GB - Governing Board INCA - Head Start and Early Head Start programs HS - Head Start program EHS - Early Head Start program FEC - Family Engagement Coordinator
Dissemination of Policy
The policy will be made available to all Head Start employees through the agency's website @ www.incacaa.org . The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.