**Communities In Schools of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County**

**Orientation Process for Volunteers**

In order to create an effective, safe and accountable organization serving students, families and the community, CIS of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ County implements a comprehensive volunteer program. The process consists of recruitment, screening and orientation.

Volunteers are an integral part of the supports offered to students and help in a variety of ways at each school. Volunteers are recruited from the community, university students, local businesses and community service organizations. Volunteers can serve in a variety of capacities including tutoring, mentoring, career guidance and special events.

All volunteers go through the orientation process after successful completion of a background check. Orientation is provided by the Executive Director and/or Program Director through a session lasting approximately two hours and includes:

* Review of CIS mission and CIS philosophy of providing school-based integrated student supports through the CIS Model
* Review of the Volunteer Policies
* Relevant training specific to the volunteer’s role

Upon completion of the orientation session, including confidentiality training, all volunteers will sign the following documents:

* Confirmation of receipt of Volunteer Policies
* Confidentiality Agreement
* Code of Conduct for Interaction with Students

Volunteers attend an additional one-hour session with a Student Support Specialist at the specific assigned school where the volunteer will be working. In this session, the volunteers meet with principals, teachers, other school staff and receive an orientation and tour of the school along with a copy of the school calendar.