Guidelines for Virtual Volunteer Program

A BCPS volunteer is an individual with a sincere interest to contribute to the education of BCPS students. Volunteers actively serve during regular hours at one or more schools, several hours at a special one-time activity or event, or work on school projects at home. Two virtual volunteer opportunities are available:

1) Volunteers will use the Microsoft Teams platform to participate in live volunteer sessions. Instructions for these sessions are available at browardschools.com/volunteers.

2) Volunteers may serve as pen pals, emailing inspirational messages for school personnel to share with students.

Below are guidelines for the interaction between volunteers and students in a virtual setting.

School Guidelines

1) Schools will approve volunteer interaction with students and identify personnel (thereafter named "liaison") to coordinate sessions between volunteers and students.

2) Liaison will access their school's approved volunteer list to contact volunteers.

3) Liaison will schedule a convenient time for volunteers and students to meet virtually.

4) Liaison will coordinate and remain in the volunteer session for the entire meeting.

NOTE: At no time will a student's contact information (including but not limited to telephone number, email address, or home address) be shared with volunteers.

<u>Volunteer Guidelines</u>

1) Prior to volunteering, individuals must complete the volunteer application and receive Level 1 clearance through the BCPS Security Clearance department.

2) Volunteers may contact their schools and work with the liaison to schedule volunteer sessions.

3) Volunteers will use their personal technology to connect with students. BCPS will not provide equipment.

4) Volunteer groups may also use Microsoft Teams to schedule meetings.

5) Volunteers will record their hours using the Raptor Volunteer Portal and are responsible for keeping the information updated.

<u>NOTE</u>: Face-to-face interactions with students will not be conducted. Volunteers will not communicate with students outside of session time.