

Volunteer Requirements

Jenks Public Schools is thankful for its many volunteers throughout our District! In order to ensure the safety of our students and to comply with school regulations, volunteer policies and procedures are required for *every* volunteer.

- **Jenks requires *all* volunteers to complete a Volunteer Confidentiality Training *every year*.** Completing these requirements gives everyone an opportunity to understand what is expected of them as volunteers and what they, as volunteers, can expect from the school. Completing this at the beginning of the school year will be beneficial to staff and teachers for whom you may volunteer.
 - **Lobby Guard.** For security reasons, all volunteers must check in at Lobby Guard with their drivers' license *before* beginning their volunteer service (including Field Trip volunteers.) They can do this at any site during the school year. Volunteer badge must be worn during volunteer service.
- **Please LOG your volunteer hours!** Enter total volunteer hours by site. Keeping them recorded monthly is recommended in order to eliminate trying to remember them towards the end of the year. Why record? We are required to turn in volunteer hours per site on our State School Report Card. This can also help our school determine where grant funds, new hires, and other important issues are needed. Please try to record any hours, per site, by June 15.

The links to the **Training** and **Recording Volunteer Hours** can be found at the volunteer website:

jenksps.org / Menu / Programs / Volunteer Training
[Volunteer Training](#)