



Virtual Volunteering Additional Requirements
Effective Date: March 5, 2021
Approved March 4, 2021

Communities In Schools Puyallup Virtual Volunteering Additional Requirements:

These requirements are in addition to the general guidance and expectations within the Communities In Schools of Puyallup (CIS) Volunteer Policies and Procedures, the CIS Youth Protection Policy, and Puyallup School District (PSD) Volunteer Code of Conduct and PSD Volunteer Handbook for CIS volunteers.

If you will be volunteering in a virtual manner where you are interacting with students these are additional expectations and requirements to guide and support online engagement:

- We use Microsoft Teams platform for all virtual meetings and CIS will provide training on how to access and use this platform.
- All sessions with volunteers will be recorded. Only CIS and the Puyallup School District will have access to these recordings.
- You will not share any online virtual meeting links with anyone unless directed to do so by a CIS employee. If you are in a meeting with multiple volunteers, do not share your link either, they will need to contact the Site Coordinator to get the link.
- Follow the same process for reporting where there is reasonable cause to suspect that a student has been a victim of child abuse: physical abuse, sexual abuse, and/or neglect; or suicidal thoughts or behaviors or attempted suicide that is included in the Youth Protection Policy. To notify your Site Coordinator:
 - Call your assigned Site Coordinator directly after your session.
 - If you cannot reach the Site Coordinator, please call the school and ask to speak to the Principal.
 - If at that point you have not been able to contact either the Site Coordinator or school Principal, then please contact the CIS Program Manager at 253-840-8917.
 - If you feel you need to contact your Site Coordinator during a session, you will be able to request that they join your meeting by using the "Participant Icon" (refer to training).
- You should report to your Site Coordinator any behavior issues your student might have exhibited during your session, including not having their video on, inappropriate language, inappropriate screen shares or chat communication, etc.

- The Chat and Share Content features should only be used for communication in regard to tutoring/mentoring session topics such as academics (literacy, numeracy, etc.) and what is outlined in your mentor training and within the scope of mentoring.
 - Do not post links to other websites, etc. in the Chat but it is okay to Share Content of a website that is appropriate and pertinent to the tutoring/mentoring session.
 - In some cases, a Site Coordinator may provide approved link(s) to share with your student(s) in the Chat and this is allowed.
- Please be sure that your Background setting is set to “Blur” (refer to Microsoft Teams training) or that there is nothing inappropriate or districting in your background. In line with policies around student confidentiality, no one else should be viewing the meeting/student from where you are having the meeting.
- As per district policy, parents/guardians will also be sent a link to your session(s) and may join at any time. Parents/guardians are not required to be on the call, but they are required to have access to the meeting link and are permitted to use it to join the session.
- In line with restrictions that prohibit photographing your students, you are also not permitted to take screen shots of them from your computer or device. However, a Site Coordinator may occasionally enter your meeting and take a screenshot of you and your student(s) to be shared for marketing/promotion purposes.

VOLUNTEER ACKNOWLEDGEMENT FORM

I have received/viewed a copy of the Communities In Schools of Puyallup (CISP) Virtual Volunteering Additional Requirements outlining my responsibilities as a volunteer. I understand my obligation to read and abide by the policies of CISP including those set forth in the Virtual Volunteering Additional Requirements. I understand that CISP may change, rescind, or add to any policy, benefit or practice described in the Virtual Volunteering Additional Requirements from time to time at its absolute discretion, with or without prior notice. I further understand that nothing in this document creates an express or implied contract and that my volunteer work is at-will and may be terminated by myself or CISP at any time, with or without reason, with or without prior notice or warning.

Volunteer Signature:

Volunteer Name (printed):

Date:
