

Frequently Asked Questions by Volunteers

Where is the application?

The application packet can be picked up in the office or downloaded from our school website <http://www.hcdb.k12.hi.us/volunteers.html>

Who can volunteer?

Anyone age 18+ with a basic understanding of ASL can apply.

My friend is a teacher. Do I have to apply to volunteer?

Yes. Everyone needs to go through the same application process.

My friend is a teacher. Can I volunteer in his/her classroom?

Your request will be noted but not guaranteed. Volunteers are placed where they are needed.

I work full-time. Can I volunteer on the weekend?

No. HSDB is closed on weekends. However, there are single-day events and field trips throughout the year where volunteers are needed.

What is the application process?

Fill out the application packet.

Obtain a current TB clearance.

Make an interview appointment with our PCNC.

Approval by Principal based on PCNC's recommendation.

Orientation which includes watching the Bloodborne Pathogen video, Mandatory Child Abuse Reporting video and learning about confidentiality.

Work 10 hours in the library to demonstrate commitment and reliability.

Placement in a classroom or other location.

Do all volunteers need a TB clearance?

According to the Hawaii Administrative Rule 11-164-6, any volunteer spending more than 15 days at the school is required to have a TB clearance.

Frequently Asked Questions by Volunteers

Do parent/family volunteers undergo the same application process?

Yes. The only difference is that they are not required to serve 10 hours in the library.

Will I be trained?

Teachers will explain what they need and expect of their volunteer.

Can a volunteer supervise children alone?

NO. Volunteers should always be in the presence of a teacher or EA, for their protection and the school's.

Do volunteers have name tags?

Yes, all volunteers are required to wear a name tag which has their full name and lists the days and times they are on campus and their location. It does not have their picture on it.

Do volunteers have classroom keys?

No.

Do volunteers take breaks?

Generally, volunteers are only on campus for a few hours at a time so a formal break time is unnecessary. Take breaks as needed.

Is the volunteer's job performance evaluated?

Yes. Teachers and other supervising staff are given evaluations that need to be completed if the volunteer is long-term or if the volunteer decides to apply for a paid position.

Can volunteers be terminated?

Yes.

What if I don't like my volunteer placement?

Speak to or email our PCNC and a resolution will be worked out in a timely manner. If a resolution cannot be found the volunteer may be terminated until an alternate placement is available.