

**Volunteer Procedure Guidelines *READ FIRST! October 2019***

*non-teaching volunteer aide* to serve under the immediate supervision and direction of the certificated personnel (instructor) of the district and to perform non-instructional work which serves to assist the certificated personnel in performance of teaching and administrative responsibilities.

The Form RM-A requires that Section A be completed by the Supervisor/Department Chair or Administrator which describes the specific, proposed volunteer service. It should relate to the description of non-instructional work above. The form originates from the group identified in Section A,