

Volunteer Policy

Effective Date: 02/24/26



Purpose

Ignite Entrepreneurship Academy ("IEA") recognizes that volunteers are a vital part of the school community. Volunteers support student learning, school operations, and community engagement by contributing time, skills, and service. This policy establishes standards for volunteer eligibility, approval, training, supervision, and background screening to ensure student safety and legal compliance.

Definitions

Volunteer

An individual who donates services to the school without pay or compensation, except for reimbursement of expenses actually and reasonably incurred as approved by IEA

Policy

1. General Volunteer Use

- a. IEA may engage qualified volunteers for valid school purposes, including but not limited to:
 - i. Classroom support
 - ii. Field trip chaperones
 - iii. Parent or community support roles
 - iv. Administrative or Board committees
 - v. School events and activities

2. Volunteer Approval and Requirements

- a. All volunteers must be approved prior to service.
- b. Approval requires, at a minimum, that the volunteer:
 - i. Completes and signs a Volunteer Agreement, including:
 1. Description of authorized service
 2. Confidentiality of student and school records
 3. Appropriate use of school property
 4. Agreement to comply with IEA policies and procedures
 - a. Complies with the IEA Background Checks and Offense Reporting Policy

- b. Completes any required training appropriate to the assigned volunteer role
 - c. The Director (or designee) is responsible for approval of volunteers.
 - d. For Board committees or Board-related volunteer service, approval is made by the Board Chair or designee.
- 3. Volunteer Supervision and Management**
 - a. The Director (or designee), and for Board-related service the Board Chair (or designee), is responsible for:
 - i. Placement of volunteers
 - ii. Training and orientation
 - iii. Ongoing supervision
 - iv. Ensuring volunteers serve only within their approved scope
- 4. Legal Status and Protections**
 - a. Properly approved volunteers are considered “employees” for purposes of:
 - i. Workers’ compensation medical benefits (as provided by law)
 - ii. Operation of motor vehicles or equipment when properly licensed and authorized
 - iii. Liability protection and indemnification when acting within the scope of approved volunteer service
- 5. Volunteer Eligibility and Background Check Determinations**
 - a. Approval to serve as a volunteer at Ignite Entrepreneurship Academy in any role involving significant unsupervised access to students is contingent upon the satisfactory completion of all required screening requirements, including applicable criminal background checks in accordance with the IEA Background Checks and Offense Reporting Policy.
 - b. If a background check does not meet the school’s standards for volunteer service, the individual shall not be approved to volunteer in any capacity that involves student access or supervision.
 - c. The determination of volunteer eligibility shall be made by the Director or designee, in coordination with Human Resources, and is final unless otherwise required by law.
 - d. Until a required background check is completed, volunteers must remain under the supervised observation of an IEA employee and may not provide unsupervised student supervision.



References

- IEA Background Checks and Offense Reporting Policy
- Utah Administrative Code R277-316 – Professional Standards and Training for Non-Licensed Employees and Volunteers
- Utah Code §53G-11-404 – Background Checks
- Utah Code §67-20 – Volunteer Government Workers Act

Revisions

- Originally Approved: September 19, 2017
- Revised: October 15, 2024
- Updated: February 24, 2026

