

Churchill Volunteer Orientation 2019-'20

Thank you for volunteering at Churchill. Your support makes a difference!

For questions about volunteer opportunities at Churchill:

Churchill Volunteer Coordinator, Jill Reents

chs.4j.lane.edu/volunteers

541-790-5112

reents_ji@4j.lane.edu

For questions about volunteer policies, background checks, and training:

4J Volunteer Support Desk

4j.lane.edu/hr/volunteers

541-790-7669

volunteersupport@4j.lane.edu

Checking In

- During school hours, all volunteers must check in at the front desk when they arrive.
- You must wear a volunteer or visitor badge at all times while you are in the school. This helps us keep our campus safe by easily identifying authorized volunteers and visitors.
- You may record after-hours volunteer time using the volunteer timesheet at chs.4j.lane.edu/volunteers. Reporting all volunteer hours is a requirement of our insurance policy and helps us keep track of how many work hours are necessary for our school activities.

Parking

Volunteers must display a volunteer parking pass in the front window of their car when they park on Churchill campus during school hours. Parking passes are available at the front desk. This helps us identify who belongs on campus, and alerts us to unauthorized visitors. All cars without a parking pass displayed may be ticketed.

4J Volunteer Guidelines

Download the 4J Volunteer Guidelines at chs.4j.lane.edu/volunteers.

Family Educational Right to Privacy Act (FERPA)

All student information is protected by federal law. Do not discuss student information outside of your volunteer duties. Do not share information about a student unless it is necessary to the performance of your volunteer duties.

Guest Wireless Login

- Guests may use the "4jguest" wifi network.
- Sometimes volunteers may need access to the "4jwireless" wifi network. Contact the secretary for instructions on creating a guest account.

Reporting Incidents

- All injuries should be reported as soon as possible to the staff member in charge of the activity or to the Volunteer Coordinator.
- Forms for reporting Bullying, Harassment, and Discrimination are available in the front office, or you can report anonymously at safeoregon.com.

Student Guides

- 4J Student Rights and Responsibilities Handbook: 4j.lane.edu/superintendent/srrh
- Churchill Student Handbook: chs.4j.lane.edu in the Students menu

Create a HelpCounter Account

helpcounterweb.com/ci/volunteer

Creating an account will allow you to add or remove schools, update your interests, review or manually record your volunteer hours, and update your contact information.