

VOLUNTEER / CONTRACTOR REQUIREMENTS

July, 2017

Outline	Description	Responsible Office	Volunteer Form & Volunteer Affirmation	Clearances	Contract & W-9	TB	Brd approval / Agenda	Cert of Ins
			Required & updated every year.	Needed for all Adults working in the buildings, chaperones, coaches, HSA, Music Patrons, Booster Club, Post Prom, etc.	Needed for non-employees paid by any source	Needed for Volunteers as noted	Needed for ALL Contracts over \$19,700 paid by the District, ALL Employee contracts & for contracts paid by HSA, UMMP or Booster if above \$19,700	Needed for ALL Vendor Contractors. If not available, contact the Business Office.
I.	VOLUNTEERS: See Volunteer Policy #916							
a.	UMHS Student	Supt	YES	NO	NO	NO	NO	NO
b.	Adult Volunteers							
1.	All Adult Volunteers	Supt	YES	YES	NO	YES	NO	NO
2.	Volunteer Chaperones	Supt	YES	YES	NO	YES	NO	NO
3.	Ongoing Leadership Volunteers (such as Asst. Coaches or Asst. Directors)	Supt	YES	YES	NO	YES	NO	NO
4.	Returning Adult Volunteers (consecutive years of service)	Supt	YES	On File	NO	On File	NO	NO
5.	Adult Volunteers being paid by UMMP, Booster Club or HSA (considered volunteers)	Supt.	YES	YES	Suggested	YES	NO	NO
6.	Presenter Volunteers	Supt	NO – Use Host Presenter Form	NO	NO	NO	NO	NO
II.	PAID PRESENTERS:							

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a.	Presenters Paid by District (completely supervised) Guest Conductors, Guest Speakers	Supt / Business	NO – Use Host Presenter Form & Contract	NO	YES	NO	Under \$19,700 NO Over \$19,700 YES Budget/Finance or Programs/Services (if related to program)	Y – If a business
b.	Presenters Paid by HSA Booster Club or UMMP	Supt/Business	NO – Use Host Presenter Form Contract Suggested	YES	YES – if district pays via donation	NO	NO – if under \$19,700	YES
III.	CONTRACTORS:							
a.	District Paid Contractors	Business	NO	Are they in Direct Contact?	YES	YES	Under \$19,700 NO Over \$19,700 YES Appropriate Board Agenda	YES – If a business
b.	Contracted Consultants	Business	NO	Are they in Direct Contact?	YES	YES	Under \$19,700 NO Over \$19,700 YES Appropriate Board Agenda	YES – If a business
c.	Contracted Leadership	Business	NO	YES	YES	YES	Under \$19,700 NO Over \$19,700 YES Appropriate Board Agenda	YES – If a business
d.	Single Event Worker (Carnival worker, Prom contractor, Drama/Play Staff)	Business	NO	Are they in Direct Contact?	YES	Are they in Direct Contact?	Under \$19,700 NO Over \$19,700 YES Appropriate Board Agenda	YES – if a business
e.	Contracts w/ Vendors not Individuals - (Licensing, bldg. services, etc.)	Business	NO	NO	Contract = Yes W-9 = No	NO	Business Manager's discretion	Bus. Mgrs. discretion
IV.	PIAA Officials	Athletic Dir.	NO	YES	YES	YES	NO	NO
v.	Employee Contractor (such as Drama/play staff, Summer Arts Staff, Camp staff, etc.) Note that a Budget Transfer may be needed	HR	NO	On file	YES – Use Employee – Extra Service Contract	On file	YES HR	NO

