

Smyrna High School Band Boosters

Three-Tier Volunteer Policy

Purpose

To establish clear volunteer screening and approval requirements for the **Smyrna High School Band Boosters** so that volunteers are properly vetted **before** participating in booster-related activities involving students.

Scope

This policy applies to all individuals volunteering with the **Smyrna High School Band Boosters**, including volunteers and chaperones at booster events and activities where students may be present.

Three-Tier Volunteer System

Volunteer roles are categorized into three tiers based on the level of student-facing responsibility.

- **Tier 1:** No involvement with student interactions or supervision
- **Tier 2:** Near students in group settings; no student-handling or student-facing assistance duties
- **Tier 3:** Student-assistance role or student-facing supervision responsibilities

*If a volunteer is unsure which tier applies to their role, the volunteer must default to **Tier 3** requirements or refrain from volunteering until clarified and approved.*

Tier 1 — Student-Independent Role

Description

The volunteer has **no involvement with student interactions or supervision**.

Typical Examples (Non-exhaustive)

- Off-site administrative tasks (e.g., filing, copying, preparing materials)
- Printing/preparing materials **away from students**
- Donations/fundraising paperwork processing
- Supply organization **without student involvement**
- Any task performed **without student-facing responsibility**

Requirements

- Complete a **Booster Volunteer Application**, which includes a **signed statement of never being convicted of a felony or misdemeanor (other than minor traffic violation)**.
- **Approved by the Booster Board.**

Participation Rule

- No Tier 1 volunteer may participate until **Booster Board approval** is complete.
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Tier 2 — Near Students, No Student-Handling Role

Description

The volunteer is **near students in group settings** but does **not** assist students in a student-facing role and does **not** handle student items for distribution.

Typical Examples (Non-exhaustive)

- Selling **50/50** during events
- Setting up events **prior to student engagement**
- Transporting band supplies **without dispersing items to students**
- Collecting tickets or funds at events
- Staffing a booth/check-in in a group setting where the volunteer is not assigned to student-facing assistance duties

Requirements

- Must be an approved volunteer with the **Smyrna School District** (District approval).
- Must be **approved by the Booster Board**.
- Booster Board may verify the volunteer's **current district approval status** as permitted.

Participation Rule

- No Tier 2 volunteer may participate until **both** approvals are complete:
 - **District approval**, and
 - **Booster Board approval**
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Tier 3 — Student-Assistance Role

Description

The volunteer performs duties that involve **student-facing assistance** or **responsibility for student supervision** during student activities or trips.

Typical Examples (Non-exhaustive)

- Direct chaperone of trips
- Serving food to students

- Transporting band supplies and **dispersing items to students**
- Supporting in-person administrative tasks that require **student-facing assistance**
- Any role where the volunteer is responsible for **supervisory oversight** of students during an activity/event

Requirements

- Must be approved by the **Smyrna School District** (District approval) **OR** employed by a public school district or by the Delaware Department of Education in a role that requires background checks for employment and is monitored by state agencies, and the volunteer provides documentation of employment status to the Booster Board;
- Must be approved by the **Booster Board** (Booster approval),
- *Tier 3 volunteers who are **not employed** by a public school district or the Delaware Department of Education (DDOE) must complete an approved training course. Passing requires **completion of all modules** and a **final assessment** with a **satisfactory result** as defined by the course provider.*
- Tier 3 student-facing assistance and/or student supervision/chaperoning duties may not begin until:
 - (1) all applicable Tier 3 approvals are complete and
 - (2) the volunteer has completed the training course and achieved a satisfactory passing result.

If a volunteer does not achieve a satisfactory result, the volunteer will be restricted from Tier 3 duties until the requirement is met.
- Tier 3 volunteers must follow all Booster and District role expectations.

Participation Rule (Required)

- **No person shall volunteer in Tier 3 duties until all required approvals are complete.**

General Volunteer Rules (Applies to All Tiers)

- Volunteers must remain within their **approved tier role**.
- Volunteers must follow **all written booster procedures** for the event/activity, including assigned supervision responsibilities.
- No volunteer may participate outside the tier they were approved for.
- Volunteers are responsible for confirming their tier assignment before any event/activity participation.

Approval Tracking

- The Booster Board will maintain a current list of **approved volunteers by tier**.
- Volunteers must not participate until their name appears as approved for the correct tier.