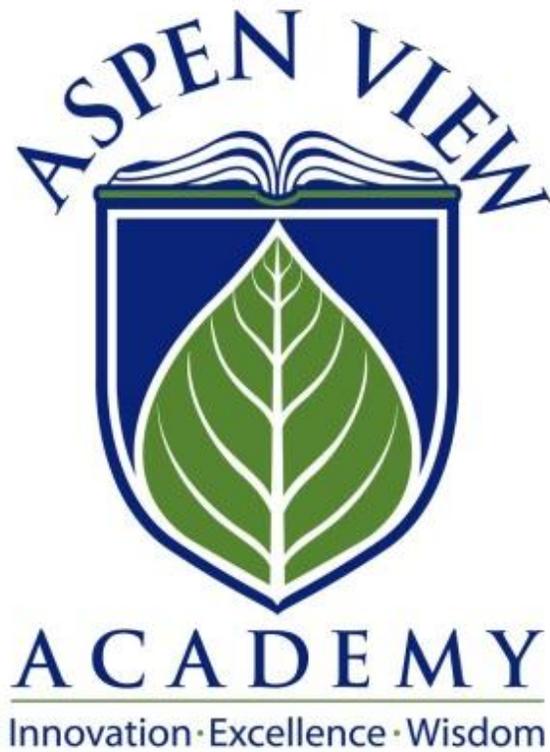


Founding Family Volunteer Policy



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1 FOUNDRING FAMILY VOLUNTEER POLICY PURPOSE

Aspen View believes that the success of each student will be a shared responsibility of students, teachers, parents, staff, and community leaders. Accordingly, a strong family involvement program will be implemented. The purpose of this policy is to set forth Aspen View's Founding Families volunteer requirements.

2 DEFINITIONS

1. **Approved Hours:** The Board, Committee Chairs, and Principal or his designee(s) must approve all volunteer opportunities. Approved hours must directly benefit Aspen View Academy, such as work in and out of the classroom, work on Aspen View facilities, work on or with Aspen View's committees (such as the PTO, the PAB, or the SAC), or any other service deemed beneficial to the school. Volunteer hours shall not be rounded up. A volunteer hour consists of a full sixty minutes of service, which shall be tracked in ¼ hour increments
2. **Student Family:** For purposes of this policy, a "family" shall include parents, stepparents, a parent's domestic partner, grandparents, and legal guardians. For purposes of this policy, a "Domestic Partner" is defined as it is defined in the Colorado Revised Statutes section 24-50-603(6.5) (2011).
3. **Volunteer Calendar:** The volunteer school year shall coincide with Aspen View's fiscal year. Volunteer hours accrue from July 1 to June 30 of the following year.
4. **Volunteer Coordinator:** A Volunteer Coordinator shall coordinate with the Board prior to the school's opening and with the Principal or his designee(s) after the school's opening to establish a database of approved volunteer opportunities. The Volunteer Coordinator shall work with parents to provide appropriate, approved volunteer opportunities that will be listed on Aspen View's website.

3 VOLUNTEER CODE OF CONDUCT

It is essential for all volunteers to adhere to a professional code of ethics. Prior to beginning the first volunteer assignment, each volunteer is required to read Aspen View's Volunteer Code of Conduct Agreement and provide a signed copy to the Committee Chair or Volunteer Coordinator. Failure to comply with the Volunteer Code of Conduct or the Founding Family Volunteer Policy may result in a revocation of volunteer privileges and loss of accrued volunteer hours.

4 REPRESENTATION

As a volunteer, you are not an authorized agent of Aspen View Academy. In the course of your volunteer work, at no time may you imply or state that you are an approved agent of Aspen View Academy. You may not make commitments on behalf of Aspen View Academy, unless given express written authorization, direction and terms by the Board.

5 FOUNGING FAMILIES

5.1 VOLUNTEER REQUIREMENTS

A Founding Family includes children in the household of any member of the Board and children in the household of any family or person that provides at least 60 hours of approved volunteer service toward the establishment of Aspen View. For first year enrollment, approved volunteer hours must be served between June 1, 2011 and January 5, 2013

5.2 PRIORITY

Founding Family status will be prioritized based on the completion date of the required sixty (60) volunteer hours.

5.3 APPROVED FOUNGING FAMILY VOLUNTEER ACTIVITIES

Approved Founding Family volunteer activities must directly benefit Aspen View Academy and deemed beneficial to the formation and start-up of the school. Although all volunteer activities should be pre-approved by the Committee Chair or the Board prior to starting, the following is a guideline of generally accepted volunteer activities:

1. Participation at Committee meetings by its members
2. Planning and presenting at Aspen View informational meetings
3. Planning, organizing, and running of Aspen View community awareness events, such as informational booths, dissemination of fliers to help develop awareness, and community events
4. Planning, organizing, and running of Aspen View fundraising events, such as golf tournaments and auctions
5. Researching, drafting, and preparing grant applications
6. Web-site design, development, and maintenance
7. In-person and telephonic solicitation of local businesses for fundraising purposes
8. Pre-approved participation at workshops and seminars sponsored by the Colorado Department of Education (CDE), Colorado League of Charter Schools, or other similar organizations
9. Budget development, bookkeeping, and other financial functions approved by the Finance Committee chair.
10. Pre-approved childcare for children of other Aspen View Academy families during the time they are providing other volunteer services for Aspen View
11. Specific tasks pre-approved by the committee chair or the Board

5.4 DISALLOWED FOUNGING FAMILY VOLUNTEER ACTIVITIES

Although Aspen View encourages family participation at all events, the following are disallowed activities towards earning volunteer hours, unless specifically pre-approved by the Board:

1. Attendance at Aspen View Academy community awareness/informational meetings
2. Attendance at District school board meetings
3. Attendance at County, Town, or other governmental agency meetings.
4. Childcare for your own child during the time another family member is providing volunteer services for Aspen View Academy or another member of your family
5. Travel time to and from committee meetings and other events unless pre-approved by the Board
6. Participation in golf tournaments and award ceremonies
7. Attendance at auctions and other fundraising events

6 COMPENSATION

Aspen View will not compensate volunteers for services provided. Furthermore, a volunteer may not be compensated by a third party for volunteer service, unless the volunteer is being paid as part of a company's pro bono or service policy.

7 BUYING VOLUNTEER HOURS

Volunteer hours shall not be sold or exchanged by the school or any individual. A proxy shall not be used. The sole exception shall be at Aspen View's annual silent auction where volunteer coupons may be auctioned. These coupons can be used to deduct the hours auctioned from a family's annual volunteer requirement.

8 REPORTING VOLUNTEER HOURS

Volunteers must report all volunteer hours to the Committee Chair for the committee which the volunteer work was performed. The Committee Chair will validate that the reported hours were reasonable. Additional verification may be requested from the volunteer by the Committee Chair. The Committee Chair will submit the approved hours to the Volunteer Coordinator for logging and tracking. It is the volunteer's responsibility to report their volunteer hours to the Committee Chair within 2 weeks of completion; otherwise it will be assumed that the volunteer did not perform his or her service.