

**Volunteer Coach Agreement
Procedures and Form**

- 1) This is a volunteer agreement to be used for all future coach positions and **DOES ALLOW** you to use classified staff as long as they are **volunteering** to perform a job that is **NOT** the **same** or **similar job** for which he/she is employed. **THIS FORM REPLACES THE CONSULTANT CONTRACT FOR COACHES ONLY.**
- 2) **A coach will not be able to coach prior to Superintendent approval.** Please allow enough time for the contract to be sent back to your payroll clerk with all of the CO signatures. You will be responsible for notifying the individual that they may start coaching. **Required signatures:** Coach, School AD, Principal, County AD (auxiliary services), Human Resources, Finance, and Superintendent.
- 3) Please remember that HR will only call you if there is a problem with the background check.
- 4) Please make sure to **complete all applicable sections**...including the sport, years of experience, etc.
- 6) For non-staff, **the following items must be submitted with the contract.**

<u>Authority to Release Form</u>	}	If stipend is NOT paid, only these 2 items of information are needed.
<u>Health Verification Form</u>		
<u>W-9 Form</u>	}	If paying a stipend, all information is needed
<u>Copy of Drivers' License</u>		
<u>Copy of Social Security Card</u>		

It is recommended that you use LC staff members as volunteer coaches with a stipend or non-staff members who are truly volunteers not receiving compensation. **Volunteers need to complete an application/resume with verifiable coaching experience.** Principals are responsible for checking references on this individual.

Lee County Schools

COACH / VOLUNTEER AGREEMENT

(All information must be completed)

School	Coach / Volunteer Name (Print)	School Year
Social Security Last 4 digits	Date of Birth	Employer
COACHING POSITION	YEARS EXPERIENCE IN THIS POSITION	COACHED IN THIS POSITION LAST YEAR?
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Have you ever been charged /convicted of a felony? Yes No (If yes, please attach an explanation (dates, city & state, charge/conviction, judgment))

NON-STAFF and RETIRED STATE EMPLOYEES*

Criminal Record form (every year) must be attached and Health form (only if first time coaching) must be submitted to personnel. • If paid a stipend, the following documentation is required: Copy of Social Security card, Copy of Driver's License. * If retired state employee check here and also submit, W-9 & ESRR forms.

I understand that, if approved, I will be coaching on a volunteer basis. My time and service in this capacity are given without promise, expectation or receipt of any form of compensation, benefits or other remuneration for this service.

I understand that my participation as a volunteer may be terminated at any time, without cause, and that I may withdraw from participation at anytime for any reason. This agreement will continue in force until terminated.

Signature of Volunteer – NON-STAFF or Retired State Employee Date

LEE COUNTY SCHOOLS CLASSIFIED STAFF

NOTE: An employee of the Board of Education may NOT volunteer to perform a job that is the same or similar job for which he/she is employed.

I understand and agree that my volunteer participation is not being performed in the course and scope of my regular employment with Lee County Schools and that my participation in this is not in any way required by my school or the Lee County Schools' Board of Education. I acknowledge and agree that my volunteer services do not involve the same or similar types of services, duties, and responsibilities as an employee of Lee County Schools.

I understand that my participation as a volunteer may be terminated at any time, without cause, and that I may withdraw from participation at anytime for any reason and that withdrawal will not affect my continued employment with the Lee County Schools' Board of Education. This agreement will continue in force until terminated.

Signature of Employee Volunteer-CLASSIFIED Date

LEE COUNTY SCHOOLS CERTIFIED STAFF

I understand that my participation as a volunteer may be terminated at any time, without cause, and that I may withdraw from participation at anytime for any reason and that withdrawal will not affect my continued employment with the Lee County Schools' Board of Education. This agreement will continue in force until terminated.

Signature of Employee Volunteer-CERTIFIED Date

Superintendent approval required before coaching and other activities can begin.

School Athletic Director	Date	Principal	Date
County Athletic Director	Date	Human Resources	Date
Finance	Date	Superintendent	Date

Principal Use Only

Volunteer–No pay Stipend Certified

County Athletic Director Use Only

Stipend (if any) \$_____ per school year