



Volunteer Handbook

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WELCOME TO THE KCKS FOUNDATION FAMILY

Dear Foundation volunteer,

On behalf of our staff, the Board of Directors, and the Kansas City, Kansas Public Schools community, I would like to personally welcome you to the Kansas City, Kansas School Foundation for Excellence (KCKS Foundation) volunteer family.

As volunteers you play a crucial role in bringing the Foundation's mission to life by working in many different events and roles throughout the year. I hope that your time in the volunteer program will prove to be rewarding and enriching. Because of you, we are able to better embrace, empower and assist the students of the Kansas City, Kansas Public Schools to excel.

We deeply appreciate your personal commitment to our mission. Thank you for choosing to volunteer with us!

Sincerely,

Christal Watson
Executive Director

MISSION & VISION

The Foundation believes that all students deserve an equal opportunity to reach their potential in all educational and personal endeavors. We strive to serve all students and provide support to enhance their educational experience. Our vision is to embrace, empower and assist the students of the Kansas City, Kansas Public Schools to excel.

HISTORICAL OVERVIEW

Our organization was established in 1990 with an annual Scholarship Golf Tournament. The Foundation was formed to provide \$3,000 scholarships to 12 students in the Kansas City, Kansas Public Schools. Today, our nonprofit continues to grow, but hopes to direct funds and services from individuals, businesses, corporations, memorials and other nonprofits to support where educational funding is not available.

ADVANCING EXCELLENCE

For nearly four decades, the Foundation has been committed to providing the very best resources available to advance educational excellence for Kansas City, Kansas schools and to ensure our students and teachers are fully valued and supported.

The Foundation currently offers numerous scholarship opportunities to high school seniors who attend the five area high schools in USD 500. While Foundation's last 20 years of service have been productive, our goal is to continue to help fund programs that support the Kansas City, Kansas School District's objectives.

- **Academic Achievement:** Improving student performance in short- and long-term goals. An increase in student achievement can include report card grades/GPAs, assessment results (including ACT/SAT), graduation and attendance rates, etc.
- **Building Human Capital:** Improving the performance level of all district employees, the growth and overall productivity of the KCKPS organization, and how we invest in people.
- **Social and Emotional Support:** Improving ways to support students with managing their emotions, making daily decisions, and promoting positive relationships with peers and educators.
- **Equity and Inclusion:** Improving a culture of belonging to all student groups and district employees. We will be strategic about ways to increase learning opportunities, access, and fairness for all.

How we achieve these goals are through three intentional strategies — we embrace; we empower; we excel. We embrace programs and operating/capacity building for the Kansas City, Kansas School District, which includes but is not limited to the following.

- **College and Career Readiness:** In order to prepare students for success in a global society the District has implemented the Diploma+ program, so graduates will exit high school prepared for college and careers.
- **Early Childhood:** In the beginning stages of a child up to third grade, early childhood learning is important to their growth and educational success. Programs such as Head Start play a vital role in promoting school readiness for young children.
- **STEAM (Science, Technology, Engineering, Arts, and Mathematics):** These problem-solving events, like the Math Relays, build an understanding of math in the real world. In addition, the Kansas Enrichment Network provides students with materials and information about area colleges to link students to businesses and post-secondary degrees that have a math component or focus. For some students, this is their first exposure to college.
- **Teacher Development and the Fellows Program:** Both help the District attract and retain the best teachers. The Foundation supports new and expanded programs such as Diverse Residency Week — minority students from U.S. colleges attending a five-day teaching seminar in Kansas City in the spring; K-STEP UP — a teaching career pathway program starting with high school students; and the Fellows Program — two-year program for non-education professionals who would like to change careers and teach in the classroom.

We empower deserving students to pursue higher education by offering a variety of scholarships. These awards recognize academic excellence, community service, and financial need, providing crucial support to students who demonstrate a strong commitment to their education and future goals.

We excel by providing grants to families, teachers and community partners to further support our students. In partnership with the KCKPS District's Student Services Department, the Foundation has assisted local families with utilities, rent, electricity, gas, hotel, internet connectivity, clothing, and more. These efforts help us extend the support networking for communities. For more information, please contact kcksfoundation@kckps.org.

GOVERNING BOARD

Board of Directors are individuals selected by Foundation leadership to govern and define the overall policies and procedures to ensure the organization's mission is being achieved.

Directors come from varying backgrounds and disciplines, and bring a diverse and unique collage of knowledge, talents, resources and skills. Directors are Foundation supporters in good standing, committed to assisting the organization through their time, talents and treasures.

HOURS OF OPERATIONS

The Foundation's standard hours of operations span Monday through Friday from 9 a.m. to 4:30 p.m. For our annual events, times, dates and availability will vary depending on potential needs and commitments.

VOLUNTEER PROGRAM INTRODUCTION

Volunteers play an integral part in fulfilling the mission of the Foundation and its corresponding annual events. By simply committing to serve at these episodic events and semi-regular tasks, Foundation volunteers are able to provide support, expertise, time, experience, ideas, and energy towards projects and tasks that make the organization a welcoming and memorable experience for all.

The Foundation's volunteer program is powered by Uncover KC. UKC creates positive social impact through civic engagement services and programs that connect people and spark action, including volunteer management. Learn more about our partner at www.uncoverkc.org.



VOLUNTEER REGISTRATION

Volunteer sign-up forms for Foundation events are located at kcksfoundation.galaxydigital.com; interested parties can also contact our volunteer management staff at volunteer@kcksfoundation.org to get started or assistance.

Upon submission, volunteers will receive a confirmation email from the registration software. Further information and instructions will be provided directly from Foundation staff at a date closer to the event. For ongoing tasks or group projects, a simple orientation and training session may be scheduled depending on the project as well as individual/group needs.

Applicants will not be offered or denied a volunteer position on the basis of race, creed, religion, ethnicity, sex, age, sexual orientation, or physical disability. Volunteers under the age of 16 will be considered on a case-by-case basis.

VOLUNTEER ASSIGNMENTS

There are a variety of different ways individuals and groups may choose to volunteer with the Foundation. From the annual events listed below to office administrative or pre-event support, your participation will make a difference in the lives of KCKS students. Opportunities include, but are not limited to:

- **Golf Tournament:** As many as 65 volunteers are needed to help make this long standing event a success. Volunteer assignments include hole monitors, beverage carts, pre-event set up, registration and post-event clean-up.
- **Back to School and Health Fair:** Over 110 volunteers are needed for our Back to School and Health Fair to help ensure that every student starts the school year off on the right foot. Volunteer assignments range from distributing school supplies to providing essential resources to skill-based opportunities (i.e. language support, barbers).
- **Partners for Excellence Breakfast:** 15 volunteers are needed for a morning of inspiration and community as we celebrate excellence in education. This annual breakfast acknowledges the outstanding achievements of students, educators, and community partners making a difference in our schools. Volunteer assignments include greeters, registration and set-up.
- **Reasons To Believe Celebration:** As many as 15 volunteers are needed for this special event that recognizes and honors select alumni for their lasting legacy in professionalism, knowledge, and community service. Volunteer assignments include greeters, registration and set-up.
- **Excellence in Education:** Over 10 volunteers are needed to help us proudly recognize students who demonstrate exceptional dedication and achievement in their academic pursuits. Volunteer assignments include greeters, registration and set-up.
- **Office Administrative Support:** Individuals and groups can help the Foundation staff with semi-regular administrative tasks and projects as well as pre-event preparations.

REQUIREMENTS & TRAINING

Volunteers are required to register for shifts at kcksfoundation.galaxydigital.com, which includes completing a liability waiver and photo release form. In addition, volunteers may receive training documentation or resources before events to help prepare; or in some instances be required to attend in-person training sessions.

Volunteers can modify shift registrations via the Galaxy Digital platform, including cancellations. If for any reason a volunteer has an unreasonable number of absences from training sessions or no-shows for shift assignments, they may not be allowed to serve in the future. Should the Foundation cease to use/need a volunteer's service, the reasons will be made known to the volunteer.

WHAT MAKES AN ACTIVE VOLUNTEER?

An active volunteer is an individual or group that serves ten hours per year. After one year of non-service, they will be emailed a notice that they will be marked inactive in three months. If they remain inactive at that end of that span, they will be deleted from the volunteer system.

It's our hope that individuals or groups will serve at least once a quarter to remain engaged and active in the program and to receive the benefits outlined later in this handbook. Many volunteers commit to the same annual events and/or work alongside an assigned staffer on a weekly or monthly basis at the Foundation's office. We strive to match each volunteer's interest, talent, and availability with needs and volunteer positions.

PROGRAM BENEFITS

- Foundation merch including t-shirts and lanyards.
- Monthly or Quarterly newsletter with upcoming event sneak peaks or behind-the-scenes insight directly from Foundation staff.
- Complimentary snacks, water, and meals depending on the event.
- Invite to an annual volunteer appreciation celebration.
- Appreciation notes that could include complimentary tickets or extended event access, depending on availability.

WHAT YOU CAN EXPECT FROM KCKS FOUNDATION

Volunteers will be carefully assigned to tasks that meet their interests and schedule availability, as well as receive proper initial training to begin those assignments. This will include pre-event details, training documentation before events, onsite training the day of events, and contact information for staff or volunteer leads.

Staff will provide the volunteer with ongoing training and assistance, adequate space and materials, and communicate all necessary job qualifications, responsibilities and benefits. Volunteers will also be properly paired with a member of the Foundation staff for supervision and guidance throughout the volunteer experience.

In collaboration with volunteers, the Foundation will keep accurate records of the hours an individual or group contributes, as well as contact information. This reporting includes maintaining confidentiality and privacy unless otherwise discussed.

The Foundation will provide each volunteer with an identification badge, and all volunteers will be recognized as valued members of our team. If needed, Foundation staff may conduct performance evaluations and communicate any concerns, as well as potential solutions, with all relevant parties.

EXPECTATIONS FOR VOLUNTEERS

- Email is our primary way of communicating with volunteers, so please check it regularly. A digital newsletter will be sent 1–2 times per month via Mailchimp to streamline updates, news, and service opportunities.
- Volunteers are asked to arrive 10–15 minutes before their scheduled shift to allow time to prepare. If you are unable to fulfill your commitment, please notify your designated staff lead and/or the volunteer department as soon as possible.
- Wear the identification provided by the Foundation throughout your shift, and comply with all Foundation procedures and conduct policies.
- Preserve the confidentiality of any information made available to you at the Foundation or during events.
- Adhere to the Foundation’s code of ethics and refrain from any form of solicitation during your volunteer shifts.

- Keep personal phone calls to a minimum. If a call lasts longer than two minutes, please step outside to continue it.
- Galaxy Digital, our online volunteer management platform, is used to provide information, manage service sign-ups, and track volunteer engagement. Volunteers are required to submit their hours through this system. If you have any questions or issues with the software, please contact the volunteer department at volunteer@kcksfoundation.org.

ABSENCE/PUNCTUALITY POLICY

If volunteers are unable to fulfill a regularly scheduled shift, they should inform their designated staff lead and/or the volunteer department at volunteer@kcksfoundation.org or 816-200-7134. This is critical to ensure that everyone is aware of the absence and an effort can be made to find a replacement in a timely manner.

Consistent tardiness will require reevaluation of the volunteer's schedule to one that better suits both the volunteer and the organization.

DRESS CODE

It's important for all employees and volunteers to project a professional image while at work by being appropriately dressed. Foundation employees and volunteers are expected to be clean and well-groomed while on the job. Clothing must be consistent with the standards for a business or family-friendly environment, depending on the event, and must be appropriate to the type of work being performed.

The Foundation trusts that employees and volunteers will use good judgment regarding attire and appearance. Staff reserves the right to determine appropriateness. Volunteers who are improperly dressed will be counseled and, in serious cases, may be sent home. Continued disregard of this policy may result in disciplinary action, including possible termination of volunteer service.

PARKING

Volunteers will be advised where to park by staff for their first and future shifts. This may change depending on location or event; if you have questions, please contact volunteer@kcksfoundation.org or 816-200-7134.

MEALS BREAKS

Most volunteer shifts will be scheduled in-between standard mealtimes, but if an event or assignment is long, lunch and meal breaks can be scheduled with staff.

CONDUCT POLICY

A positive and professional attitude is vitally important to the culture and mission of the Foundation. Volunteer service at the Foundation will cease for any of the following behaviors or actions:

- Possession or use of alcoholic beverages or illegal drugs while serving or appearing for duty under the influence of alcohol or drugs.
- Theft or unauthorized removal of property from the facilities, employees, fellow volunteers, clients, or any others.
- Misusing, destroying, or damaging property of the Foundation, employees, volunteers, or visitors.
- Fighting on the site.
- Bringing dangerous or unauthorized materials such as explosives, firearms, or other similar items on the Foundation premises.
- Harassment of a paid or volunteer staff member, visitor, or any person at the Foundation.

Additionally, volunteers must remain in good organizational standing to continue serving for the Foundation. Examples of behaviors or action that can result in immediate termination of service include:

- Unsatisfactory performance.
- Insubordination, including improper conduct toward a supervisor.
- Altering or falsifying any timekeeping record.
- Absence for three or more consecutive scheduled volunteer shifts without notice.
- Falsifying or making a material omission on a volunteer application or making erroneous entries or material omissions on Foundation records.

CONFIDENTIALITY & MEDIA POLICY

Confidential information obtained during volunteer time may not be used for the purpose of obtaining any personal gain or profit. At no time should a volunteer disclose nonpublic or sensitive information to an individual outside of Foundation staff.

Any questions or requests made by members of the media — print, news, photography, filming — must be directed to the Director of Marketing and Public Relations, 386-255-0285 ext. 320.

EMERGENCY PROCEDURES

In the event of a serious accident, emergency, or fatality: the Foundation staff in charge at the event or location will follow established emergency procedures. Remain calm and be prepared to follow their instructions. If a staff member is not around, please locate one ASAP.

In the event of a fire: proceed in an orderly fashion to the nearest exit.

CONTACT INFO

Jayden Hicks, Volunteer Coordinator	volunteer@kcksfoundation.org	816-200-7134
Blake Hensley, Event Manager	blake.hensley@kckps.org	913-279-2241
Tory Anderson, Development Supervisor	tory.anderson@kckps.org	913-429-7333
Alan Watson, Program Manager	alan.watson@kckps.org	

KCKS FOUNDATION VOLUNTEER AGREEMENT

The KCKS Foundation agrees to:

- Provide the volunteer with proper training and support necessary for the performance of all duties and responsibilities;
- Supervise and provide feedback on the volunteer performance;
- Respect the volunteer's skills and time, and view them as a valuable member of the team;
- Treat the volunteer as equal partner in the pursuit of the Foundation's mission and goals;
- Provide the volunteer with an opportunity for personal growth, professional development, and interaction with other volunteers.

I, _____, acknowledge that I have received and read the Volunteer Handbook. By signing below I agree to serve as a volunteer and commit to the following:

- To perform my volunteer duties to the best of my abilities;
- To participate in all required orientation and training session;
- To meet all time and duty commitments, including providing adequate notice anytime circumstances prevent me from fulfilling my volunteer obligations;
- To adhere to all of the Foundation's rules and procedures, and maintain the confidentiality of all client/agency relations;
- Be good ambassadors in the community, sharing good news and upcoming programs and events in support of the Foundation.

Volunteer's Signature

Date

Volunteer Coordinator's Signature

Date