

School Information

Name of School: _____

Address: _____

Phone Number: _____

School Begins: _____ School Ends: _____

Principal: _____

Teacher(s): _____

Room Number(s): _____

Volunteer Day(s): and Hour(s): _____

Duties: _____

School Community Involvement Commissioner or School Volunteer
Coordinator:

Phone Number: _____

PTA President: _____

Phone Number: _____

This booklet belongs to: _____

GUIDELINES FOR VOLUNTEERS

KNOW YOUR SCHOOL

NOTES

Be familiar with:

1. Your way around the building;
 - a. classroom destinations
 - b. adult rest rooms
 - c. supply and workroom locations
 - d. lounge, eating areas
2. School ethics, dress code, policy regarding preschool children on campus.
3. Signing in and out and wearing identification name tag.
4. Use of the school phone.
5. Emergency procedures, including fire and earthquake drills.
6. What to do if you are unable to help at an arranged time.
7. How to order a cafeteria lunch.
8. Parking area.
9. School traffic pattern (*entrance and exit*).
10. School calendar.

Smoking not permitted
anywhere on school property.

* Check with the principal for school and district policies.

VOLUNTEER SELF-EVALUATION

How Am I Doing?

- Have I shared with the teacher my skills and interests which might be useful in my volunteer service?
- Do I make suggestions as to how I can be of further help?
- Am I effective in helping children who have problems?
- Do I make an effort to learn by observing the teacher and children?
- Am I discreet and tactful in working with children and teachers, and careful to observe the rules about confidentiality?
- Am I able to accept criticism?
- When I am unable to come to school do I contact the school promptly?
- Am I reliable and dependable?
- Do I take advantage of training opportunities to enhance my skills as a volunteer?
- Do I share my enthusiasm for my work at school with friends and community members?
- Do I find opportunities for giving students choices or do I tell them what to do?
- Do I refrain from interfering between another teacher and students unless called upon for assistance?
- Do I avoid criticism of the student, teacher, or the school?

WELCOME MESSAGE FROM THE PRINCIPAL



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- Do feel comfortable in providing feed back, positive and negative, to your schools' Community Involvement Commissioner or school Volunteer Coordinator. They learn through your experiences.

- Do contact the local school Community Involvement Commissioner or school Volunteer Coordinator if you are not satisfied with your volunteer placement.

- Do take all suggestions or matters of concern to the school Community Involvement Commissioner, school Volunteer Coordinator, or Principal.

- Do accept an individual teacher's decision not to utilize volunteers in the classroom.

- Do complete a volunteer evaluation form at the end of the year.

- Do smile, laugh, talk, and listen.

- Do give yourself a pat on the back for helping.

VOLUNTEER DO'S

For a More Rewarding Volunteer Experience

SCHOOLS, COUNCIL, AND REGION DIRECTORY

- Do enjoy yourself.
- Do share your excitement, recruit your friends.
- Do be enthusiastic about learning.
- Do be warm, friendly, and courteous at all times.
- Do be flexible, no two days or two children are alike at school.
- Do be able to follow directions.
- Do be dependable, Students and teachers count on you.
- Do ask questions.
- Do attend your school's Volunteer Orientation and training.
- Do attend Volunteer Recognition events.
- Do sign in and out of the building each time you volunteer.
- Do record your volunteer hours and "at home" hours.
- Do wear your identification name tag.
- Do learn the names of teachers and staff.

GOAL OF THE VOLUNTEER PROGRAM

Purpose

The purpose of the Volunteer Program is to enrich the quality of education available to all students by providing opportunities for parents and community members to become actively involved in schools.

Those who benefit from this program include:

Students - from an enriched education.

Teachers - from the assistance they receive.

Volunteers - from contributing their time to a worthy purpose and learning transferable skills.

The **Community** - from its involvement in the education of its young people.

The **District** - from the support and enrichment received by involving community members in the schools.

It is important to the success of the volunteer program that you read this information carefully. It will assist you as you volunteer at school.

VOLUNTEER RECORD OF HOURS

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WHY VOLUNTEER HOURS AND IN-KIND DONATIONS ARE RECORDED

- School Districts include the number of volunteer hours and in-kind donations given from your school in end-of-year reports to the local school board and to the Utah State Department of Education.
- District support is given to the volunteer program based on the understanding that worthwhile volunteer activities are occurring in the local schools.
- The number of volunteer positions, areas where volunteer time is utilized, and the number of hours donated, are significant indicators and descriptors of each school's volunteer program and future needs.
- New families and teachers moving into the District area often inquire about community involvement before making their final decision on a school.
- In-kind donations are used for purposes of grant applications and are also used in legislation. They are reported on every level; local, District, and State.

HOW TO RECORD VOLUNTEER HOURS AND IN-KIND DONATIONS

- Record the **value** of in-kind donations and/or submit your receipts.
- Record total volunteer hours to the nearest quarter (.00,.15,.30,.45) or round to the nearest half hour or full hour. Example: volunteered from 11:00 a.m. to 12:10 p.m. Record as 11:00 a.m. to 12:15 p.m., a total of 1.15 hours. Remember to report your "at home" hours monthly.

VOLUNTEER PROGRAM POLICIES

School Districts require principals to instruct all school personnel who have involvement with volunteers in their school, of the following guidelines which are to be followed.

1. Persons rendering such service will make no overt showing, by dress or conduct, designed to show the name of the organization they represent.
2. Persons rendering such service will be closely supervised at all times while such volunteer service is being given.
3. Those performing such volunteer service will be instructed to avoid discussion of any topic other than the school-related subject assigned to the volunteer.
4. If in the opinion of the Superintendent, the school personnel or volunteers are and continue to be after warning, out of compliance with the anticipated and stated administrative policy, appropriate action will be taken.
5. As important as the quality of education, is the safety of our children. Volunteers from the community must have a volunteer application and/or criminal history records check form on file before volunteering. The growth of our community, our volunteer program, our mentoring and tutoring efforts, and a realistic look at today's society, has led Districts to institute this additional level of security.

PARTNERS IN THE VOLUNTEER PROGRAM

“Creating together a wonderful partnership to bring the best experiences and resources to our students...”

Volunteers donate time to help students, teachers and staff. They work under the direction of the principal, staff members, and the school’s PTA Community Involvement Commissioner and/or Volunteer Coordinator.

School PTA Community Involvement Commissioner and/or Volunteer Coordinator are the one or two individuals at each elementary and secondary school, who work with the principal and teachers to fill school and student needs with available volunteer help. They recruit, interview, and place volunteers, and see that training is offered wherever needed. He/she is a volunteer and the facilitator of the volunteer program.

School Secretaries relay information and messages between volunteers, students, and staff. They often need assistance from volunteers and provide training on how to use office equipment. Secretaries are a valuable resource for the volunteer.

School Principals have the final authority over everything that happens in their school, including the volunteer program. Principals are responsible for setting guidelines for volunteers working in the school, developing a positive working relationship with volunteers, and encouraging staff members to utilize volunteer help. He/she also arranges with the staff to show the school’s appreciation for their volunteers, all of which insures success for the school’s volunteer program.

9. Assisting other volunteers with preschool-age children while they volunteer at school.
10. Any curriculum projects done “at-home” for teachers or staff.
11. Other school activities; picture day, school tours, registration, school party planning, travel, telephoning, and fund-raising activities, assemblies, carnivals, track meets, bike rodeo, etc.
12. Attending workshops, orientation meetings, individual orientation with teachers and school personnel, PTA meetings.
13. Participation on school councils, area planning committees, school trust land committees, advisory committees, etc.
14. In-kind donations for art, pottery, music, history, science, or any other classroom or school projects can be recorded. List the subject, item, and cash value. Turn in your receipts.

RECORDING VOLUNTEER HOURS AND IN-KIND DONATIONS

Have you included:

- Time you spent on projects?
- Time you spent preparing for a volunteer job?
- Time you spent telephoning, planning, traveling, attending meetings, or keeping records?
- Time you spent baby-sitting so another volunteer could be at school?
- Cash value of all donated items?
- Receipts for in-kind donations?

VOLUNTEER HOURS AND IN-KIND DONATIONS

Volunteer hours will be collected and counted each month. Volunteers must sign in and out of the building when volunteering. Generally, there is space for this in the office, but if you cannot locate the volunteer sign-in-area, ask the secretary. Keep a record of your “at home” hours and turn them in to be counted. Record your in-kind donations in cash value and/or turn in receipts. Service hours can be recorded in the following areas:

1. Assisting in the classroom with math, English, reading, science social studies, drama, art, physical education, music, and kindergarten activities.
2. Assisting teachers: preparing materials for teachers, typing filling, duplicating, etc. Making instructional material, visual aids, decorating bulletin boards.
3. Assisting school secretary: clerical, typing, copying, filing, mailings.
4. Media Center: assistance in processing books, story-telling, making tapes, laminating.
5. Classroom enrichment: finding speakers for teachers, parents, sharing professional experiences, hobbies, travel, etc. Collecting resource materials.
6. School Clinic: regular assistance in school clinic with vision and hearing screenings and health education programs.
7. Chaperoning: field trips, dances, school parties, assemblies, all Booster Club activities.
8. Cafeteria: assistance in lunch room, assistance on playground during lunch period.

Council Community Involvement Commissioner/Volunteer Coordinator helps develop, maintain, and improve school volunteer programs by offering workshops and individual help to the local commissioners or coordinators and staff.

State Community Involvement Commissioner keeps current of volunteer trends and shares this and other pertinent information with Council Community Involvement Commissioners/Volunteer Coordinators. Up-to-date information and ideas specific to Community Involvement Commissioners/Volunteer Coordinators can be found on the Utah PTA website at: www.utahpta.org

VOLUNTEER CODE OF ETHICS

Professionalism

Although the job is voluntary, the commitment is professional. Besides being responsible for maintaining an attitude of mutual respect and confidence, you should also become familiar with school and classroom policies and practices.

Dependability

Students, teachers, and staff members count on you and rely on the services performed by you as a volunteer. It is essential that you contact the school if you are unable to volunteer on your scheduled day, so that other arrangements can be made.

Confidentiality

Volunteers must protect the teachers' and students' right to privacy. You may not disclose school affairs or personal matters which have come to your attention. Discuss student problems only with the teacher or staff member you are working with. Discuss other concerns with the teacher, volunteer coordinator, or principal.

Punctuality

Always arrive on time for any volunteer activity. The school day and class periods are set for specific times. If you are late, the activity may be over when you arrive.

Attitude

Please come to school with a good attitude, one that will say to the teachers, students, and principal, "I'm glad you asked me to help you."

Support

As volunteers we are always in a support position. We support the classroom teacher and we support the principal of the building, as they are responsible for the education of all students attending school.

TUTORING

If asked to assist a student who is having difficulty with a particular problem or who has been absent, try the following suggestions in tutoring situations. The student will benefit greatly from your help.

- Get specific directions from the teacher.
- Find a quiet place in the classroom where the two of you can work without disturbing the rest of the class.
- Establish a one-to-one relationship with the child by first talking about a favorite movie, hobby, pet, etc.
- Let the student work independently as much as possible.
- Direct thinking so the child can discover the answer. (i.e. the question might be, "When did Utah become a State?" You could direct the student to the index of the history book or encyclopedia).

HOW TO HELP STUDENTS LEARN

Students learn by:

Doing, rather than by observing.

Asking questions and searching for answers.

Using all of their senses whenever possible.

Discovering, experimenting, and repeating experiences which build confidence.

When you work with students you can encourage thinking, self-reliance, and build self-esteem by the way you communicate and interact with them. Consider the following techniques:

1. Ask questions which may guide children to the correct answer instead of telling them directly.
2. Encourage the students to taste, feel, smell, or listen, as well as look at objects.
3. Encourage the child to try new methods of doing things even though you already know an easier way.
4. Encourage children to sort and combine according to their own ideas. (*shape or size rather than color, etc.*)
5. Give the child as much time as needed to understand a new idea.
6. Reinforce appropriate behavior. Say something like, "Good writing!" or "Your capitals are formed nicely."

WHAT VOLUNTEERS CAN EXPECT

- ◆ To be treated as a co-worker and part of the educational team.
- ◆ To be given suitable assignments and meaningful tasks.
- ◆ To be given an orderly, designated place of work.
- ◆ To be comfortable and happy in an assignment or be able to request reassignment.
- ◆ To be given sound guidance, training, and direction.
- ◆ To be heard.
- ◆ To be recognized for your efforts.

BENEFITS AND REWARDS OF VOLUNTEERING

- ◆ Sharing your special skills and interests.
- ◆ Growing in your understanding of young people.
- ◆ Acquiring valuable training.
- ◆ Gaining satisfaction from assisting in the education of students.
- ◆ Being a part of your child's education.
- ◆ Learning about what's happening at your school.
- ◆ Getting to know the school staff better.
- ◆ Gaining valuable work experiences which may lead to future employment opportunities.

GUIDELINES FOR SCHOOL VOLUNTEERS

- A volunteer must be in good health.
- A volunteer application must be completed and on file for community volunteers.
- Volunteers are required to wear a name tag and be identified and sign in and out of the building when they volunteer on campus.
- A volunteer always works under the direction and supervision of a teacher or other school staff member. The teacher is always responsible for the material taught and the manner in which it is presented.
- Volunteering should be based on an interest in supporting and improving educational programs for all students.
- The assignment of volunteers is based on an effort to correlate the needs of the teacher with the interest and abilities of the volunteer.
- A volunteer should be provided with the materials and supplies necessary to complete assigned tasks.
- A volunteer is expected to act the way a prudent parent would act when dealing with a child.
- A volunteer never divulges confidential information to which he or she may have access in the classroom or in the school. Criticism of the professional staff, students, and programs, is inappropriate.
- A volunteer does not comment on the behavior and academic performance of any child.
- No physical or verbal chastisement is used to discipline students. Refer such matters to staff.

TIPS FOR WORKING WITH STUDENTS

- Smile! A relaxed, friendly attitude creates the best atmosphere for learning.
- Learn students' names and use them often.
- Use a tone of voice which will encourage them to feel confident.
- Be sincere and honest.
- Promise only what you know you can fulfill.
- Come prepared.
- Have realistic expectations; be consistent.
- Recognize that students learn best when they know what is expected of them.
- State directions in a positive form. Keep explanations short and clear.
- Use words that the student understands.
- Accept students as individuals.
- Listen carefully to the students.
- Praise them for even small successes.
- Be patient. Remember that children will always "test" adults in order to establish limits so they can feel "safe." Refer disciplinary problems to the teacher when necessary.
- Reward good behavior with a smile or a compliment.

ADDITIONAL WAYS VOLUNTEERS CAN HELP

Short Term Instructional:

Share information about local history.
Tell stories to students.
Conduct flash card drills.
Make instructional games.
Participate in a volunteer work party.
Help with “special day” activities.
Help with cooking, sewing projects, or shop for supplies.
Discuss different types of safety; traffic, fire, bicycle.
Play a musical instrument.
Share ethnic experiences.
Help with field days.
Share careers and hobbies.
Discuss different handicaps.

Short Term Miscellaneous:

Stuff back-to-school packets.
Decorate a display case.
Assist with health screenings.
Type School directories.
Research and/or arrange for possible assemblies.
Help with a book fair.
Assist with field trips.
Make props for plays.
Help contact parents.
Referee intramural games.
Provide food or games for room parties.
Help with community events and fund raisers.
Cut out letters, pictures.
Sort and clean art supplies.
Inventory library books.
Collect monies.

- A volunteer is never considered a substitute for a member of the school staff. Legal responsibility for a classroom remains with the teacher.
- Do not leave the students unattended especially in the event of an emergency. Use the room communications system to call for help or send a student to the office.
- A volunteer must display appropriate behavior which pertains to dress, smoking, profanity, discipline, and the promotion of personal religious doctrine.
- A volunteer, when signed in, is insured against tort liability claims while performing the duties the school has specifically requested the volunteer to assume.

Signing In:

Notifies the school that you are on campus.
Identifies your location in the building in case of an emergency.
Assists in supplying statistics for annual reports.
Assures coverage by District liability insurance.

Name Tags:

Identify you as a volunteer.
Allow the staff and students to call you by name.
Are part of the security system to provide a safe learning environment for all students.

Interview:

Volunteers may have a brief interview with the school Community Involvement Commissioner/Volunteer Coordinator, principal, or staff member, before being placed in a school.

TEACHER-VOLUNTEER CHECKLIST

When a teacher and volunteer initially meet they should discuss the following:

- √ Confidentiality.
- √ Days and times the volunteer will work.
- √ Procedures he/she will use to keep in touch with the volunteer.
- √ Alternate plans for days when the teacher is absent and a substitute is in charge of the class.
- √ Procedure to follow if the volunteer can't make it on their scheduled day.
- √ How the teacher will communicate the daily assignment to the volunteer.
- √ When room materials are kept and where a convenient work-place would be for most assignments.
- √ The teachers own classroom policies, procedures, and rules; *management system, reinforcement techniques, emergency procedures, preschool siblings in the classroom, where volunteers can leave personal belongings, etc.*
- √ Pertinent background information about the students.
- √ Special strengths of the students.
- √ Special needs of the students and skills that need to be developed.
- √ Tips for working with the students, their learning style or reinforcement techniques.
- √ Alternate plans if the student is absent.

WAYS VOLUNTEERS CAN HELP

Listed are just a few of the many volunteer opportunities available. Programs vary from school to school. Working parents and volunteers can assist teachers by completing many of these projects at home.

Long-term instructional:

- Listen to students read.
- Assist in learning centers.
- Grade papers.
- Prepare bulletin boards.
- Tutor individual students.
- Keyboard/computer assistance.
- English second language.
- Arts and crafts.
- Handwriting practice.
- Physical education activities.
- Help students with special needs.
- Help students who play musical instruments.
- Resource center volunteer.

Long-term miscellaneous:

- Staff morning attendance phones.
- Serve on local school or advisory committees.
- Parent club committees.
- Serve as student mentor.
- Type school newsletters.
- Label and sort newsletters for mailing.
- Assist in media center; shelving, mending books.
- Baby-sit while another parent volunteers at school.
- Lunchroom assistant.
- Playground assistant.
- Supervise bus arrivals and/or departures.
- Telephone Trees.