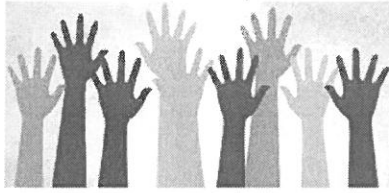


# SCHOOL BOARD OF LEVY COUNTY

## School Volunteer Coordinator's Kit



2016-2017



## **The School Board of Levy County School Volunteer Program 2016-2017**

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### **Role of the School-Level Volunteer Coordinator**

The School-Level Volunteer Coordinator (SLVC) is the key link to a successful community involvement program. The following is a brief description of the common duties of a SLVC. Duties may vary from school to school based on the needs of the students and teachers.

#### **Typical Duties:**

- Conferring with school principal to determine school policies, procedures and goals for the utilization of school volunteers and business partners.
- Conducting a faculty orientation on utilizing school volunteers and business partners.
- Determining teacher and staff volunteer/resource needs.
- Recruiting volunteers/partners to meet identified needs.
- Interviewing volunteers in order to determine placement.
- Screening volunteers by checking applications for self-reported criminal history and by running a check on the sexual predator website as required by state law.
- Tracking volunteer hours.

#### **Qualities of an Effective School-Level Volunteer Coordinator**

- **Commitment**-The SLVC must be committed to the importance and value of community involvement.
- **Good Public Relations Skills**-The SLVC will be interacting with the school's entire community and must be able to motivate others.
- **Strong Organizational Skills**-The SLVC will need to assess the school's needs and subsequently to recruit, place and provide recognition to the volunteers and partners providing needed resources.

## **VOLUNTEER POLICIES AND PROCEDURES**

### **Definition of Volunteers**

Volunteers are individuals who donate their time, without financial compensation, to benefit Levy County students. The volunteer participation may occur in a classroom setting during the school day or outside the school setting as part of an extracurricular activity. A person who comes to the school for a one-time special event, such as a guest speaker, presenter or visitor is considered a guest and they do not complete a volunteer application. The policy of the School Board of Levy County prohibits discrimination on the basis of race, color, national origin, creed, marital status, sex, religion, age or disability.

### **Who Should Register as a School Volunteer?**

A completed Levy County School Board Volunteer Application is required for all regular school volunteers. A new application must be completed each school year. Applications must be processed and all applicants screened through the sexual predator website prior to receiving an assignment to volunteer. The volunteer application, in addition to serving as a screening tool, registers volunteers for coverage through the district's worker's compensation program. Volunteers must sign in and out in the front office and wear a nametag while on campus.

### **Worker's Compensation**

Volunteers who suffer injuries while on active duty are covered under Worker's Compensation. Timely reporting of claims and following proper procedure is imperative. Volunteers should report injuries immediately and initial reports must be completed as soon as possible.

### **Counting Volunteer Hours**

Although tracking volunteer hours is a tedious task, it is very important for several reasons:

- Serves as proof that your school values community involvement
- Provides accountability to the community for their involvement.
- Provides a record of who is on campus and why they are there.
- Provides statistical information that could prove beneficial for grant applications.
- Provides important information on the annual renewal of Worker's Compensation Insurance and General Liability Insurance.
- Necessary to qualify your school for the Golden School, Silver School, and Five Star School Awards from the Florida Department of Education.

## Volunteer Record Keeping

### Volunteer Application Forms

Volunteers are encouraged to complete the online application on the School Board of Levy County website ([www.levy.k12.fl.us](http://www.levy.k12.fl.us)). Paper applications are also accepted at each school site. Blank forms should be kept in the school's front office and office staff should remind volunteers to complete a new application each year. Applications are also available on the School Board website.

### Processing Application Forms

1. Check all sections for completeness. Return incomplete forms to the applicants.
2. Screen the applicants. **EVERY VOLUNTEER MUST BE SCREENED THROUGH THE FLORIDA DEPARTMENT OF LAW ENFORCEMENT'S KNOWN SEXUAL PREDATOR WEB SITE BEFORE THEY CAN VOLUNTEER**, (<http://offender.fdle.state.fl.us/offender/search.jsp>). School Board of Levy County students and staff do not need to be checked.
3. Applicants who check "yes" in the criminal history section for the form will not be allowed to volunteer unless and until they pass additional screening. Please refer to the **Criminal History Procedure** section below for instructions.
4. Keep copies of applications and time sheets for three years in a secure file. They should be filed for privacy reasons but must still be accessible to school personnel in case of an emergency.
5. If a volunteer submits an on-line volunteer application it will be forwarded to the Volunteer Coordinator at the school site immediately.

### Criminal History Procedure

Volunteers who check "yes" in the criminal history section of the application may not volunteer until additional screening is completed by the district volunteer coordinator.

If the applicant is eligible, the application will be signed by the district volunteer coordinator and sent to the principal and school level volunteer coordinator.

If the applicant is not eligible, the district volunteer coordinator will send a letter to the applicant informing them they are not eligible to volunteer in the public schools. A copy of that letter will be sent to the principal and the school level volunteer coordinator.

### Volunteer Hours

Keeping track of volunteer hours is necessary for the safety of students and staff as well as reports to the Florida Department of Education. Please make sure volunteers know how to sign in and out.



### **Volunteer Services Record**

This paper form, more commonly referred to as the volunteer “time sheet”, should be available for individual volunteers and groups that may not sign in and out at the front office. This might include volunteers in booster groups, field trip chaperones, volunteers who take work home to complete, etc. School level volunteer coordinators must collect and turn these forms in at the end of the school year. A blank form is available on the School Board website or attached to the Volunteer Handbook.

### **Examples of Volunteer Hours to be Counted**

- Classroom assistance
- Tutoring
- Music and art assistance
- PE assistance
- Media assistance
- Special Education assistance
- Guidance assistance
- Clerical help
- Field trip chaperone
- PTO/SAC committees
- Fundraising
- Special events (festivals, book fairs, dances, etc.)
- Safety Patrols
- Teachers working over and above assigned duties

### **End of Year Report**

The End of Year Report is due by July 1. Included in the report is the total number of hours worked by all volunteers. Also, included is the number of volunteers by age category for a total number of volunteers and the number of those volunteers who are parents. This information is found on the volunteer application.

# INFORMATION FOR TEACHERS AND STAFF



## **Teachers Need Many Hands**

There are many non-teaching jobs in the classroom, which can be done effectively by someone other than the teacher. Teachers need many hands and some of these belong to volunteers. Volunteers allow you, the professional, the time to do the specialized job you were trained to do.

The additional help and encouragement that volunteers offer pupils can sometimes make the difference between school success and failure. Their gift of time and talent supplements, but does not replace, the professional staff.

The willingness of volunteers to help is concrete evidence of the community's encouragement and support of the teacher. It is a demonstration that the community shares the teacher's interest in and concern for the education of our children.

## **We Would Like to Make a Point**

Volunteers should feel that they are a part of a team-a team whose major aim is to provide a quality education for all. To realize the full potential of the services that volunteers can provide, it is vital that roles be clarified. Everyone must understand the line that separates the tasks of the staff person from those of the volunteer.

The following are tasks for school staff only:

- Supervising students. A volunteer may not supervise classes.
- Diagnosing student needs.
- Prescribing instructional programs and activities.
- Selecting appropriate learning materials.
- Evaluating student progress and achievement.
- Disciplining students.
- Supervising students in the event of a fire or weather-related drill.

## **What School Volunteers Do**

School volunteers work with teachers who request them to:

- Read stories
- Create learning centers
- Tutor in math and reading
- Find materials for classroom use
- Help older children with research

- Reinforce skills by providing extra drill
- Play spelling, phonics, language, math games
- Assist children with make up work and missed tests
- Assist with art projects
- Make educational games
- Help children choose books
- Assist with creative writing
- Display special collections
- Explore career opportunities
- Give performances or demonstrations in the arts
- Assist with drama programs
- Assist with sporting games and/or practices

### **Teacher Do's and Don'ts**

#### **Do....**

- Make volunteers feel welcome.
- Meet often with volunteers.
- Plan the work volunteers are to do before they arrive.
- Be generous in offering praise, encouragement, and support.
- Start simply and give additional activities as you feel volunteers are ready for them.
- Plan enjoyable experiences through which volunteers can create good relationships with students.
- Make sure instructions are clear with adequate time allotted for preparation.
- Treat volunteers politely and as educational team members.
- Be honest and open in talking over small problems.

#### **Don't...**

- Leave volunteers in charge of the class.
- Give volunteers more than they can handle in the allotted time.
- Expect volunteers to do tasks they are not trained or prepared to do.
- Assign duties that belong to teachers.
- Expect volunteers to be just housekeepers.
- Criticize volunteers in front of students.
- Expect volunteers to change their schedule without proper notice.

### Teachers-If You

- Remember that volunteers cannot be thanked too many times.
- Include the volunteers in planning and encourage their suggestions.
- Prepare for the volunteers before they arrive.
- Show a genuine interest in the volunteers, they will show a genuine interest in the school.
- Are flexible.
- Assign the volunteers jobs that will keep them busy and interested.
- Give awards and recognition to emphasize their importance and to show your gratitude.
- Show appreciation on a regular basis instead of relying totally on award ceremonies to thank the volunteers.
- Remember that volunteers cannot be thanked too many times.

**...You will have Dependable, Cooperative , and Contented Volunteers.**

### Sample Thank You for Work at Home Volunteers

Date:

Dear:

I really appreciate your taking the time to do this work for me at home. Please record the amount of time it took for you to finish this project. Return this form with the completed work. Our Volunteer Coordinator keeps track of volunteer services donated to the school, and this will help with that task.

Thank you again for giving your valuable time to help our school.

Sincerely,

Time it took to complete this project: \_\_\_\_\_ hours and \_\_\_\_\_ minutes

Special instructions for this project:

Thank you



## Ways for Teachers to Show Appreciation

- Greet the volunteer by name; encourage students to use volunteer's name
- Thank the volunteer personally each day, noting special contributions.
- Set a time to talk with the volunteer when students are not present; speak briefly with the volunteer each day before departure.
- Celebrate the volunteer's birthday, and encourage students to write occasional thank-you notes.
- Share articles and books of mutual interest, on child development; learning styles or content area in which the volunteer works.
- Include the volunteer when planning class activities.
- Send a letter of appreciation.
- Call or write when the volunteer is absent or ill.
- Invite experienced volunteers to train new volunteers.
- Enable the volunteer to grow on the job by giving him/her increasing responsibilities and more challenging tasks.
- Write an article on the volunteer's contributions for your class or school newsletter or community paper.
- Nominate your volunteer for a volunteer award.
- Treat your volunteer to lunch.
- Ask volunteers to help evaluate the program and suggest ways to improve.
- Write a letter of recommendation with the volunteer requests it.

## FACULTY ORIENTATION

Use the following pages for your faculty orientation. You may hand these out at a faculty meeting or place in every teacher's mailbox. A faculty orientation must be completed each year. This will satisfy the requirements for the Golden School Award.

### Welcome Back Teachers!

Greetings from your Volunteer Coordinator(s) for the \_\_\_\_\_ school year:

Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Name \_\_\_\_\_ Phone # \_\_\_\_\_

A few reminders about utilizing volunteers in our schools....

- Volunteers participating in any activities (including field trips) must fill out a Volunteer Application, and a check of the sexual predator website must have been completed, prior to volunteering.
- All volunteers must sign in and out with the front office before proceeding to their volunteer sites.
- All volunteers must wear an appropriate identifying nametag.
- Volunteers MUST NEVER BE LEFT ALONE WITH A STUDENT. They should always be in view of a staff member.
- Any volunteer activity can be counted as hours towards the school's total volunteer hours. Work done at home should be counted and documented as well. Forms are available to send home with volunteers completing work at home.
- Please document any hours that you work over and above your work duties. This could include evening events or service on SAC or PTO. Forms are available for you to document and submit.
- Please be advised that staff members are responsible to supervise the actions of their volunteers. Report any problems or concerns as soon as they arise.

## **The Teacher and the Volunteer**

Congratulations! Now that you have opted to work with a school volunteer, what happens next? As usual, careful planning and some preliminary steps will smooth the path to a successful teacher/volunteer experience.

### **Do's & Don'ts for Working with School Volunteers**

#### **Do**

- Be sure that the volunteer has all required clearance. Refer them to the Volunteer Coordinator if they don't.
- Make volunteers feel welcome.
- Give a brief orientation to your classroom.
- Plan the work volunteers are to do before they arrive.
- Be generous in offering praise, encouragement and support.
- Start simply, and then give additional activities as you feel volunteers are ready for them.
- Plan enjoyable experiences through which volunteers can establish good relationships with students.
- Be honest and open in talking over small problems.
- Treat volunteers as education team members.
- Prepare students to work with volunteers.
- Provide feedback and ongoing guidance.

#### **Don't**

- Leave volunteers alone with students.
- Give volunteers more than they can handle in the allotted time.
- Expect volunteers to change their schedules without proper notice.
- Waste a volunteer's time.
- Speak to volunteers in abbreviations. They are a foreign language to outsiders.

# RECRUITMENT



## **Benefits of a School Volunteer Program**

Recruitment is an on-going, 12-month effort. Everyone is a potential volunteer. When speaking in public or writing press releases, focus on what each stakeholder gains from volunteering. Most importantly, be enthusiastic! If you aren't, why should they be?

### **Benefits for Schools:**

- Enriched curriculum
- Expanded use of tax dollars
- More involved and informed parents and community
- Improved school community relations
- Better staff morale through extra help

### **Benefits for Teachers:**

- More individual instruction
- Help with non-instructional duties
- Lower adult-child ratio
- Closer working relationship with parents
- Lightened clerical load
- Broader support from community

### **Benefits for Students:**

- Increased remedial help
- Greater enrichment
- Improved self-image
- Positive adult role models
- Individualized instruction
- Exposure to careers
- Diversity of experiences
- Personal attention

### **Benefits for Volunteers:**

- Personal satisfaction
- Improved self-esteem, sense of accomplishment
- Opportunities to learn
- Knowledge/understanding of school systems
- Work experience



**Benefits for the Community:**

- Better-educated students
- Improved graduation rates
- Increased confidence in the education system

## **Steps to a Successful School Volunteer Program**

Before you begin to recruit volunteers please make sure these basics are in place”

**Step 1: Appoint a School Volunteer Coordinator and/or Organize a Committee**

A parent and/or staff member should be selected to serve as the coordinator/s. This person should be accessible during the school day for contact with volunteers. The school volunteer coordinator:

- Serves as the contact person for the district coordinator.
- Receives volunteer program forms and materials.
- Attends district volunteer meetings.
- Facilitates staff training, volunteer orientations, and recognition events.

**Step 2: Target your School's Needs**

Survey your staff to assess their needs for volunteer assistance. Develop a checklist for parents and community members which outlines ways they can help.

**Step 3: Provide Training for Staff**

The entire school staff should know the policies and guide-lines for school volunteers. Staff training is required to earn the Golden School Award.

**Step 4: Recruit Volunteers**

There is obvious benefit from parental involvement in school, so parents and family members should be the first recruitment thrust.

- A “kick-off” letter from the principal or individual teachers at the beginning of the year should welcome parents and list specific ways they can help. Include a response form so they can indicate their willingness to help.
- A “recruiting station” can be set up in the hallway on meet the teacher day, open house night, or at other school events. Have forms ready for parents to complete.
- Regular “help wanted” ads in the school’s newsletters or on the marquees can be helpful recruitment tools.

- Personal phone calls from teachers to parents can also be very effective.

### **Step 5: Conduct an Orientation for Volunteers**

After you receive responses from your recruitment efforts, hold orientation sessions with as many volunteers as possible. Points to be covered include:

- Guidelines for volunteers
- School and classroom rules
- Job descriptions
- A school map or tour
- Completion of required forms

A new volunteer must complete a volunteer application and be screened before participating in school activities.

### **Step 6: Monitor Your Progress**

Place volunteers as soon as possible. Make certain front office staff know to expect volunteers and where sign-in sheets and nametags are located. Particularly in secondary schools, check with staff who use chaperones to see if everything is going well. When there is a snag, concerns should be handled promptly, and professionally.

### **Step 7: Recognize Your Volunteers**

Ideas for recognition:

- Display “thank you” signs on outside marquees, hallway banners or bulletin boards.
- Birthday cards may be sent by mail or clipped to the volunteer’s sign-in page.
- Place a reminder in the sign-in area that coffee is available in the work room.
- Send news of your volunteer to their club or business newsletter, if applicable.
- Provide special treats for School Volunteer Week/Valentine’s Day.
- Arrange a lunch or dessert event prepared by the school staff.

### **Step 8: Evaluate**

Survey your volunteers for their opinions about your program. Evaluate the following:

- Did it meet your needs? Cite areas where your school and students have benefited from volunteer involvement.
- Do you need to recruit others?
- Does your staff need additional training in effectively utilizing and managing volunteers?
- How can you expand your program? Could you plan a Community Resource Day, Career Day or Parent’s Day where students can hear about the realities of jobs and the world of work?

### **Step 9: If You Still Have Questions**

Network with volunteer coordinators at other schools to share ideas and concerns. Contact the District Volunteer Program office to discuss your individual needs.

## **Recruitment and Community Outreach Ideas**

### **Tips to remember when recruiting school volunteers:**

- Have patience. Be aware of volunteers and what motivates them.
- Use warmth, friendliness, and the “human touch”. Show a sincere interest in the prospective volunteer-everyone needs to feel important and needed!
- Reach out! Personal testimonies are often more powerful than a printed promotional piece. Most successful school-recruitment programs do not wait for volunteers to come to them but develop plans to actively reach the community and bring them in. Be proactive and persistent. View the neighborhood community as a source of potential volunteers.
- Maintain momentum through the year. Active recruitment is an on-going, continuous process. Use real life examples of students who need tutors/mentors, and those success stories of students, who benefited from the help of volunteers.
- Make it easy to serve. Keep the required forms, rules, and regulations to a minimum. Legal aspects of participation must be covered, but the important thing is to get people working with students. Believe in volunteers and the contributions they make to education. Communicate this through all of your efforts.
- Make your needs known. Be specific about your need for volunteers. A vague invitation to volunteers for an open-ended project will produce few responses. People want to know what kind of commitment they are being asked to make.
- Always, always remind volunteers that they are needed and appreciated. Thank them for every-thing they do.
- Put out the welcome mat for volunteers! Create a “volunteer area” somewhere in the school to make volunteers feel welcome, comfortable, and special.

## **Parent Recruitment**

Please refer to the following guideline for successful parent recruitment:

### **Needs Assessment:**

- Begin in the summer by forming a committee

- People/groups to contact:  
Principal  
PTO President  
Teachers, team leaders  
School office staff

### **Staff Orientation**

- Volunteer Coordinator should try to speak at the first faculty meeting of the year-during pre-planning, if possible.  
Urge teachers to recruit parents of their students through memos home or open house  
Try to find ways to involve all parents in some way  
Golden School in-service requirement

### **Clubs and Organizations**

- Urge group leaders to plan ahead and provide parents with specific needs for volunteer assistance (dates, times, descriptions of activities)
- Group leaders will draw upon interested, involved parents of kids who are participating in their organization.
- Group leaders should be encouraged to keep accurate records of all volunteers since their activities often take place after school or in other locations.

### **Preparation of recruitment forms/fliers specific to your school**

- Your recruitment flier shouldn't be a slick publication that looks expensive, but should have a clever, attention-getting approach. We have a county-wide flier that can be used (see attached)  
Example: "Volunteer 4 Education!" Ask every parent to commit to four hours of volunteer involvement each semester, which equals one hour per month.
- Provide a list of volunteer options for parents.  
Special events of activities, give date, time commitment and description  
Opportunities for working parents like Saturday events, sports concession stand, and career day.  
Opportunities to volunteer at home; typing student stories, trimming and counting Campbell soup labels, and providing refreshments.  
Classroom volunteers.
- Provide a way for parents to respond.

### **Ways to Recruit Your Volunteers**

- Keep your "old" ones-don't let the good ones get away.
- Use your school's website to publish volunteer opportunities.
- Create an email list to serve as a way to get the word out about school needs.

- The school marquee is a great place to let parents know about upcoming events.
- Visit a PTO meeting or other parent meeting at the feeder school.
- Sell them on the idea of volunteering.
- Speak at open house night or meet the teacher night.
- Write articles for the school newsletter.
- Give them several options of ways to get involved.
- Publish dates of one-time projects that will depend on volunteers.
- Announce your needs or publicize events within the community.
- Use your local paper or church bulletin.
- Repeat all of the above whenever you can!

### **Ways to Retain Your Volunteers**

- Place volunteers in a job that gives them a sense of belonging.
- Make certain they are comfortable in their work.
- Introduce them to as many school employees as possible.
- Make certain they are appreciated.
- Pass along compliments-in front of others if possible.
- Allow commitments to be made for spots in the Spring.
- Listen to what volunteers are saying.
- Reward them in way you can.

### **Special Recruiting Events**

#### **Meet the Teacher and Open House Night**

"Meet the Teacher" and "Open House" is an ideal time to remind parents they are needed as volunteers. As part of an effective recruitment pitch, you could have a teacher present a personal request for volunteers, and/or brief talk by a student and his/her volunteer on what working together means to them. Other suggestions include:

- Decorate bulletin boards with volunteer program goals for the year.
- Have a "Volunteer" table set up for parents to pick up the application, handbook and list of volunteer opportunities for the year.
- Have an audio-visual or power point presentation running constantly.
- Have volunteers and students available to answer questions.
- Have each teacher reinforce the recruitment drive and the importance of volunteers in the classroom. Be sure each teacher has a flyer or sign-in sheet available.

#### **Special Day/Events**

Career Days, Hobby Days, Grandparents Day, Homecoming, etc. offer you the opportunity to highlight the value you place on volunteer support and the benefits volunteers receive from



working in the school. For these special days, you can arrange to have a volunteer display or presentation, or prepare a recruitment flyer to reach those people not already involved in the volunteer program.

**Sample Recruitment Letter  
(On School Letterhead)**

Dear Parent,

Most of us think education is important. We know that your children's future success and happiness depend on the education they receive today. That's why we're asking for your help. You can be part of this learning process-as a volunteer.

Why should you volunteer? There are many reasons:

**Your kids will benefit.** Even if you are not in their classrooms, your children will know you are in school. They'll see that you believe learning is important.

**You'll get to know your child's teachers.** Knowing the teacher makes it easier to ask for help when your child needs it.

**The school will benefit.** The time you spend in school will allow our staff to do more things for more students. That means better learning for all.

**The community will benefit.** You'll learn more about our school, and you'll be able to share what you know with friends, neighbors, and co-workers.

**Volunteering is easy.** We'll be glad to train you for your job. Many of them can be done at home or in school, during the day or on the weekend.

**Volunteering is satisfying.** You'll meet other parents. You may learn new skills. And you'll get a good feeling from knowing that you're part of something important.

Please help us help your kids. Be someone who makes a difference. Be a volunteer. It's easy to get started. Please contact me (e-mail, phone number) and tell me that you're interested. I look forward to working with you!

Sincerely,

Volunteer Coordinator

# ORIENTATION



## **Volunteer Orientation Outline**

The purpose of an orientation is to inform and listen. At this event your school will give volunteers:

- An overview of the program
- The guidelines established by the School Board of Levy County
- The procedures for your school
- A summary of volunteer needs
- An opportunity to register as a volunteer

This is also an excellent time for school personnel to listen to the concerns and suggestions of parents and other volunteers. We have some suggestions:

### **Registration and Refreshments**

- Refreshments set a nice tone for the meeting
- Sign-in (Name, phone number, are you a parent of child in this school?, Returning or new?)
- Name tags

### **Welcome and Introductions**

- Volunteer Coordinator
- Principal
- Office Staff
- Volunteers introduce themselves
- PTO President or other members

### **Why Volunteers are Important**

- Individualize instruction
- Improve students' self-concept
- Build bridges between school and community
- Improve student achievement
- Help for teachers

### **School Tour**

On the school tour, point out the location of:

- Attendance forms and school volunteer name tags
- Telephones for volunteer use (if any)

- Media Center
- School clinic room
- Restroom facilities
- Cafeteria (prices and procedures)
- Parking

# RECOGNITION





## **Recognition**

Recognition should be an ongoing process, a smile or word of thanks from the volunteer coordinator, the teacher, students, etc. Official recognition can take place in the following ways:

- Community Involvement in Education Week-February
- National Volunteer Week-April (usually third week)
- End of the year school recognition event
- Evening of Excellence (May)
- Certificates/awards/plaques
- Publicity in newspapers and newsletters
- Bulletin boards saluting volunteers
- Nominate volunteers for other local, state or national awards

### **District Outstanding School Volunteer of the Year**

Each school has the opportunity to select an Outstanding Volunteer of the year. Those nominations are due to the Levy County Schools Foundation usually in December. A committee then selects the district level winner. Winners are invited to the Superintendent's Gala in February and the Evening of Excellence in May where they are recognized. Each school decides how to select its' outstanding volunteers. Some schools solicit nominations from all faculty and staff; some appoint a committee; and some principals consult with their volunteer coordinators to make a selection.

#### **Tips for Writing an Award-Winning Outstanding School Volunteer Nomination**

- Select a deserving individual who was heavily involved last school year and who continues to be involved this school year.
- Long-term involvement over many years is a significant factor. Mention previous and/or current involvement at other schools in the district as well.
- Total number of hours of service is important. Interview the nominee to get an estimate of number of hours per week that he/she volunteers for the school. Be sure to include time spent on projects outside of school and during the summers covered in this time period. Also include hours spent volunteering in other district schools.
- Interview teachers, staff, administrators, and students who have worked with or benefited from this volunteer. You may pick up some heartwarming quotes, or at least get a good picture of what the volunteer does.
- Make your volunteer "come alive" in your nomination. Begin by telling a little about him/her as a person (i.e. parent of five, single parent, working mom, retired corporate

executive who has traded the board room for the classroom, recent widow who needed to fill a void in her life, etc.)

- Describe the various ways this volunteer has contributed to the school, especially focusing on contributions to the students. If fundraising was a major activity of this volunteer, be sure to say how the money was used to provide needed items, and the significance of these contributions to the students. If the volunteer has done many things, group them together into an impressive array of involvement. If the service has been in one major area (such as helping third grade students with creative writing), then go into greater detail about that activity.
- In your closing, you need to convince the reader that this volunteer is truly outstanding. Perhaps use a quote from a teacher or student. You might use a quote from the volunteer that captures what makes him/her such a special person. Stress dedication, commitment to children, home-school link, outstanding role model, compassion for those with special needs, etc. Pour it on!
- Close with a statement expressing the school's pride in and appreciation for this individual. Even if he/she doesn't win the county award, the recognition from your school will mean a lot.

### **Department of Education Awards**

The Department of Education sponsors various awards for showcasing outstanding achievement of schools throughout the state. Award nominations are submitted to the School Volunteer Office and are then submitted to the Office of Family and Community Involvement in Tallahassee for state recognition. The Outstanding Volunteer Award was mentioned above the other awards are listed below.

#### **Golden School Award**

This award recognizes exemplary programs, which promote parent and community involvement in education. A school must meet the following criteria in order to qualify for this award:

- The school must have a designated school volunteer coordinator who is responsible for recruitment, placement, training, and supervision of volunteers.
- A minimum of 80% of the school staff must have participated in training related to school volunteerism. This can be accomplished by completing the following three things:
  - 1) Meet with the faculty or communicate via memo in the fall to go over volunteer procedures.
  - 2) Get faculty input in the selection of individuals for the Outstanding School Volunteer Award.

### 3) Involve the faculty in volunteer appreciation

- The total number of hours of volunteer service equals twice the number of students enrolled in the school. Any volunteer activity that contributes to student improvement may be counted; this can include fund raising.

### **Silver School Award**

This award recognizes secondary schools, which have exemplary school volunteer programs providing services to elementary schools or lower level secondary schools. These must be organized programs with coordination at both the sending and receiving schools. The student volunteers and the participating faculty must receive orientation and training. The total number of student volunteer hours must equal at least half the total number of students enrolled in the sending school. The sending school tracks the hours, but the receiving school counts the hours because they benefited.

### **Five Star School Award**

This award recognizes schools, which have documented exemplary community involvement. A portfolio must be presented indicating that all criteria have been met in the five areas:

- Business Partnership
- Volunteers\*
- Family Involvement
- Community Service
- SAC

\*Requires that the school meet the Golden School Criteria, have a designated school-level coordinator, and provides recognition of volunteers.

### **Parent Involvement Award**

Each year the DOE and the Florida PTA sponsor the Parent Involvement Award to promote and recognize innovative practices that increase family involvement in the schools. Each school is encouraged to submit a nomination for a specific parent/family involvement strategy or practice implemented for recruitment, training, and/or recognition of parents or family members.

## **Recognition Ideas**

### **Schoolwide Recognition**

- Invite volunteers and partners to breakfast or lunch at school on a certain day during Community Involvement in Education Week. Ask for PTO funds or have teachers provide dishes (don't ask your volunteers to bake!) An especially nice touch is to have students prepare and serve the meal. Decorate the tables with hand-made placemats,

centerpieces, favors, etc. Have volunteers RSVP so you know numbers to plan for. Hang a "Thank You, Volunteer" banner the day before the luncheon and encourage students to sign it or write messages to volunteers.

- Plan a Volunteer Appreciation Party (a before-school coffee or after-school reception). Faculty members must be willing to attend in order for this to be an effective expression of appreciation. Ask a florist to donate a centerpiece (this can be given to a volunteer as a door prize). Encourage everyone (staff and volunteers) to wear nametags since many participants will not know each other. Put heart stickers or other identifying symbol on volunteers' nametags.
- Plan an after-school dessert party and send out invitations that read: "Our volunteers deserve their "Just Desserts"! Please join us for dessert at our volunteer recognition reception..." (list when and where). Note: If you have an event like this, set up one room for child care and ask older students such as safety patrols to assist with childcare.
- Hold your appreciation event in conjunction with some other gathering of parents at school, such as a PTO or SAC meeting.
- If you are having "an event", have students perform (songs, poems, skits), or ask some teacher/staff representatives to share ways that volunteers have assisted them and their students. It's most effective to hear directly from the recipients of the services.
- Set out goodies for volunteers each day during Community Involvement in Education Week. Teachers could donate goodies by grade level or department. Something like sweets and coffee, or a pretty bowl of candy hearts near the sign-in location would be nice.
- Candy such as Lifesavers and Hershey's Hugs & Kisses are naturals for volunteer recognition treats. Put a bowl of candy by the volunteer sign-in with signs such as (School Name) Volunteers are real Lifesavers. Thanks! Or "Hugs and Kisses to our wonderful school volunteers!" Be creative with your treats and corresponding messages. There are lots of choices: "You've won our hearts!" (chocolate hearts); "Our volunteers are red hot!" (cinnamon red hot candies); "You're worth a mint to us!" (peppermints or chocolate mints); You could have a different one for each day of the week.
- Provide flowers for your regular volunteers near the volunteer sign-in location. Suggestions: camellias from someone's yard, paper flowers made by art students, flowers donated by a florist, a vase of red carnations with a note inviting volunteers to help themselves to one, or a bouquet of fabric rose buds.
- Decorate volunteer station in office with helium "Thank You" and "I Love You" balloons during CIE week.
- Make little potpourri bags for your volunteers using squares of netting and tie with ribbon. Use red and pink colors for Valentine theme.

- Provide volunteers with pads of paper with school insignia or a special saying printed on it.
- Provide volunteers with appreciation certificates, and, perhaps, plaques for your outstanding school volunteer nominees.
- Decorate a prominent bulletin board with a volunteer appreciation theme. This may include student thank you notes, poems, or pictures.
- Honor your volunteers each morning on the morning announcements.
- Hang a large, laminated banner thanking your volunteers outside, perhaps in the area where parents drop off and pick up students.
- Paint front windows/glass doors of the school with hearts and flowers and the message “We Love Our Volunteers”. (Note: Paint on the outside so it can be washed off easily!)
- A large valentine signed by all school faculty and staff near the sign-in table.
- Send valentines to volunteers from principal, volunteer coordinator, teachers, and/or students.
- Faculty can wear buttons “We Love Our Volunteers” during CIE week. These can be made at a minimal cost and can be used again in the fall for recruitment.
- Letters to the editor can be sent to the local newspaper mentioning the contributions of volunteers at your school.

***Note: Provide a form for teachers to complete with names of classroom volunteers to be sure no one is missed from the volunteer sign in lists when making a list of volunteers to be invited to recognition events.***

**Remember: The best types of recognition don’t require excessive investments of time and money-just thoughtfulness.**

### **Principals Recognition**

- Put a message saluting your volunteers and partners on your school marquee.
- Announce Florida Community Involvement in Education Week to the faculty and encourage them to participate in showing appreciation to volunteers and partners.
- Mention volunteer and business partnership contributions and express appreciation in any memo, newsletter, e-mail, etc. sent home to parents. Also announce any planned volunteer recognition activities in your written communications. You might profile your selected Outstanding School Volunteers in the school newsletter.
- Send individual letters (can be one standard letter to all with individual names typed in) to each school volunteer or partner.
- Prepare a “Dear Volunteer” letter expressing appreciation and providing a coupon good for a free cup of coffee in the school cafeteria, inviting volunteers to enjoy refreshments provided in the office during CIE week, etc.

- Invite School Board members and/or district administrators to volunteer recognition events. Ask them to offer a word of appreciation to your volunteers.
- Ask several faculty members to speak a few moments at your appreciation event on what having volunteers means to them and their students.
- Invite your volunteers to stop by for a personal chat and coffee and donuts (may want to give a specific time and place.)
- Send your volunteers a letter of thanks with a red heart coupon, which could be redeemed for a free school lunch (possibly paid by PTO or school funds) during CIE week. (You may want to limit this offer to volunteers with a certain number of hours, such as 20 or more). Phrase invitations so that the volunteers could join the student or class with whom they volunteer.
- Include mention of CIE week in morning announcements over the intercom that week. Encourage students and staff to express their appreciation to volunteers and business partners.
- Send a "Phone Home" or mass e-mail message to all families during CIE week, thanking them for their involvement and support.
- Send letters of appreciation to volunteer groups that serve the school (PTO, SAC, Rotary Clubs)
- At the February meeting of the PTO and/or SAC, recognize these groups as volunteer organizations and express appreciation for their contributions to the school.

### **Individual Volunteer Recognition**

- Decorate your door or a class bulletin board using any theme expressing appreciation for volunteers. In secondary schools, students could do the decorating.
- Prepare a personal note of thanks from the direct recipient of the volunteer's time. (Teacher, student, media specialist, school secretary, etc.)
- Make a large valentine from the whole class and have everyone sign it.
- If your class is planning a valentine party, invite your regular volunteers as special guests. Urge your students to make valentines for the volunteers. The students might even prepare the refreshments as a class activity.
- Make a huge valentine for a class bulletin board with the words, "Our heart is not as big as your love" and have all the kids in the class sign it.
- Younger students can draw a picture for the volunteer. Write the child's name on each picture. Put the pictures together in a book for the volunteer and have the children sign it. Or have each child trace his/her hand, cut it out, write "Thank You" on it, glue it to a piece of paper, and write his/her name at the bottom. These can be made into a book and laminated if you wish. On the cover, write : " Dear \_\_\_\_\_, Thanks for the helping hand!!"



- Have children draw pictures of volunteers helping in their class. Hang these on a bulletin board or wall and give them to volunteers after CIE. This activity becomes a teaching moment if the class holds a discussion of the concept of volunteering and makes a list of all the things volunteers do to help at the school.
- For special area staff (Guidance, Media Center, Music, School Office, P.E., etc.): Invite your volunteers to lunch or make some special goodies for them.
- Have flowers or balloons delivered to a special volunteer at school on her “work day” from the teacher and students.
- Teacher-written poem for the volunteer.
- Prepare your students to give a standing ovation as a volunteer arrives during CIE week. Practice in advance.
- Remember student volunteers.
- Special appreciation gifts from teachers are nice (Magnets, coupons, special coffee or tea samples, stationary, flowers or plants, balloons, movie tickets, key chains, coffee cups, calendars, notepads, pencils or pens)

*Note: Keep it simple and fun. The important things is your personal thanks. Smiles and hugs go a long way! One school-level coordinator reported, “One teacher made me a loaf of home-made bread, another sent me flowers, and one made a valentine signed by the entire class-I loved that!” There’s a lesson here about what means the most to a volunteer.*

### **Business Partner Recognition**

(These ideas are especially nice for Community Involvement in Education Week!)

- Be sure to include business partners (bosses and any individual employees who are involved at the school) to school or classroom volunteer appreciation activities. Be sure to give your partners plenty of advance notice-at least 2-3 weeks.
- Send a large banner or thank you card to post at the business, thanking them for their support of your school.
- Be sure to single out and recognize the business partners for their contributions at any group appreciation events you may be having. They’ll appreciate the positive PR!
- Give your business partner a plant for his or her office with a personal note.

(These ideas are great at any time of the year!)

- Make a big poster to hang at the business. Have photos of volunteers (especially people from the business) working with children, mount each photo on a colored heart and write a description of the volunteer activity beside it. At the top of the poster write “Volunteerism at (school name)” and at the bottom of the poster write “is good for the heart!”
- Always remember to thank businesses...notes from students are particularly effective.



- Provide space in the school to highlight partnership activities.
- Obtain birthdays of employees and have children send birthday cards.
- Provide choral or musical groups for special occasions.
- Provide businesses with an inside look at your school by offering a tour and explaining curriculum. Invite your Partner to shadow a teacher or administrator.
- Have the Student Government assist with planning partnership activities.
- Provide student art work for display at the business.
- Invite your Partner to serve on advisory committees, task forces, etc.
- Send monthly activity calendars and/or newsletters to businesses.
- Put businesses on your mailing list...communicate often.
- Provide visibility by submitting partnership information to be used in press releases, human interest articles, and school publicity.

## RESOURCES



## Resources

The Title I lab in Bronson at the District Office is a great resource for planning and carrying out your recognition events at a nominal (if any) cost. There will be a link under the School Board of Levy County's website for volunteers. Forms and handbooks will be located under this link.

In addition, please visit the following web sites for more helpful ideas:

[Positivepromotions.com](http://Positivepromotions.com)

[Flpie.net](http://Flpie.net)

[Mentoring.org](http://Mentoring.org)

[Thankscompany.com](http://Thankscompany.com)

[Quotegarden.com](http://Quotegarden.com)

[Volunteeringinamerica.gov](http://Volunteeringinamerica.gov)

[Papermart.com](http://Papermart.com)

[Volunteerspot.com](http://Volunteerspot.com)

[Orientaltrading.com](http://Orientaltrading.com)

[Handsonnetwork.com](http://Handsonnetwork.com)

[Simpletruths.com](http://Simpletruths.com)

[Pointsoflight.org](http://Pointsoflight.org)

[Floridaliteracy.org](http://Floridaliteracy.org)

[Baudville.com](http://Baudville.com)

[Fldoe.org/family](http://Fldoe.org/family)

[Pinterest](https://www.pinterest.com)

**FORMS**

**HANDOUTS**

**EXAMPLES**



## **Listing of Forms and Handouts**

(see form links on [www.levy.k12.fl.us](http://www.levy.k12.fl.us) under Volunteers)

Application to Volunteer

2016-2017 School Volunteer Handbook

2016-2017 School Volunteer Coordinator's Kit

End of the Year Report form

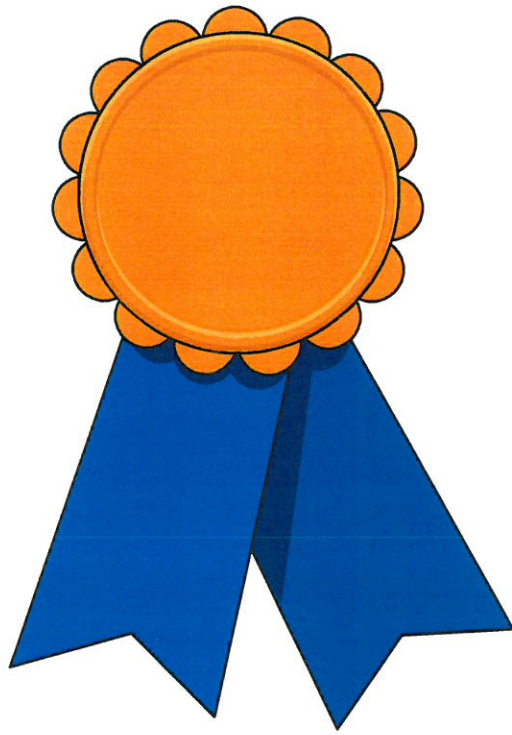
Volunteer Log

Golden School Inservice Verification

Faculty Orientation Form

**2-159-S-report-OV**

# **Volunteer Sign - In**



**2015 - 2016**



# CHIEFLAND ELEMENTARY SCHOOL

1205 N.W. 4<sup>th</sup> Avenue      Chiefland, FL 32626  
Phone (352) 493-6040      Fax (352) 493-6042



**Angelita Thomas**  
Principal

**Aaron Haldeman**  
Assistant Principal

**Emily Hancock**  
Assistant Principal

To: \_\_\_\_\_

Date: \_\_\_\_\_

Congratulations!! You have been approved as a volunteer at Chiefland Elementary School. Now that you are a volunteer, there are a few things you should know when coming to volunteer:

- Sign in at the front office. There is a blue binder on the right side of the counter.
- Fill out a form with your personal information at the top. File this form under the correct tab (last name, beginning letter).
- Each time you volunteer, log in the date, location, and time spent volunteering on your form. If you fill it up, create another one.
- Place a volunteer sticker on your shirt so others on campus are aware you signed in.

It is important that we have a record of your volunteer hours. They have to be reported to the School Board office to show that CES has active volunteers on campus. Please remember to follow all school rules as presented in the Volunteer Packet.

Thank you for being a CES Volunteer! We look forward to seeing you on campus!

Sincerely,

Rebecca Lloyd

Volunteer Coordinator

## C.E.S. VOLUNTEERS

Please be sure to sign in and out in this book. Also, be sure to wear and return a Volunteer badge. This is required for the safety of our children and school. We need all the hours recorded and totaled at the end of the page. If you do not have a sign in sheet, please get one from the “Forms” section of this book, fill it out, and file it in the correct letter section of this book.

Thank you!

C.E.S. Volunteer Program

Rebecca Lloyd, Coordinator

School Board of Levy County  
**Volunteer Program**

**Welcome Back Teachers!**

Greetings from your Volunteer Coordinator(s) for the \_\_\_\_\_ school year:

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

A few reminders about utilizing volunteers in our schools....

- Volunteers participating in any activities (including field trips) must fill out a Volunteer Application, and a check of the sexual predator website must have been completed, prior to volunteering.
- All volunteers must sign in and out with the front office before proceeding to their volunteer sites.
- All volunteers must wear an appropriate identifying nametag.
- Volunteers MUST NEVER BE LEFT ALONE WITH A STUDENT. They should always be in view of a staff member.
- Any volunteer activity can be counted as hours towards the school's total volunteer hours. Work done at home should be counted and documented as well. Forms are available to send home with volunteers completing work at home.
- Please document any hours that you work over and above your work duties. This could include evening events or service on SAC or PTO. Forms are available for you to document and submit.
- Please be advised that staff members are responsible to supervise the actions of their volunteers. Report any problems or concerns as soon as they arise.

**The Teacher and the Volunteer**

Congratulations! Now that you have opted to work with a school volunteer, what happens next? As usual, careful planning and some preliminary steps will smooth the path to a successful teacher/volunteer experience.

## **Do's & Don'ts for Working with School Volunteers**

### **Do**

- Be sure that the volunteer has all required clearance. Refer them to the Volunteer Coordinator if they don't.
- Make volunteers feel welcome.
- Give a brief orientation to your classroom.
- Plan the work volunteers are to do before they arrive.
- Be generous in offering praise, encouragement and support.
- Start simply, and then give additional activities as you feel volunteers are ready for them.
- Plan enjoyable experiences through which volunteers can establish good relationships with students.
- Be honest and open in talking over small problems.
- Treat volunteers as education team members.
- Prepare students to work with volunteers.
- Provide feedback and ongoing guidance.

### **Don't**

- Leave volunteers alone with students.
- Give volunteers more than they can handle in the allotted time.
- Expect volunteers to change their schedules without proper notice.
- Waste a volunteer's time.
- Speak to volunteers in abbreviations. They are a foreign language to outsiders.

# Chiefland Elementary School

Volunteer's Name \_\_\_\_\_

Child's Name \_\_\_\_\_ Teacher \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

| Date        | Area | Time IN | Time OUT | Total Time |
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| THANK YOU!! |      |         | _____    | Total Time |

\_\_\_\_\_ **School**

**Volunteer's Name** \_\_\_\_\_

**Child's Name** \_\_\_\_\_ **Teacher** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

| Date        | Area | Time IN | Time OUT | Total Time |
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| THANK YOU!! |      |         | _____    | Total Time |

School Board of Levy County  
Volunteer Program  
480 Marshburn Drive  
Bronson, Fl. 32621  
352-486-5231 fax 352-486-5249  
Kalee.wade@levy.k12.fl.us

A minimum of 80% of the school staff at \_\_\_\_\_ school has participated in training related to school volunteerism.

Date \_\_\_\_\_

Signature \_\_\_\_\_  
Principal or School Level Volunteer Coordinator

Please return by email or fax



**School Board of Levy County  
School Volunteer Program**

**Community Involvement End of the Year Report**

At the end of each school year, all districts in Florida are required to submit a report on community involvement and their school volunteer/partnership programs to the Department of Education. Two components of that report are the statistics on the numbers of individuals involved and the number of hours contributed during the school year.

Please provide the following information as it pertains to your school and return to Kalee Wade before the end of June.

School \_\_\_\_\_  
Coordinator(s) \_\_\_\_\_

|  |       |
|--|-------|
| Estimated number of volunteers under 21 years of age   | _____ |
| Estimated number of volunteers between the ages of 21 and 61   | _____ |
| Estimated number of volunteers over age 61   | _____ |
| Total number of volunteers (sum of above)  | _____ |
| Estimated number of those volunteers who are parents   | _____ |
| Total number of hours of volunteer service for the current<br>School year, including the previous summer | _____ |

\_\_\_\_\_  
School Volunteer Coordinator's Signature

\_\_\_\_\_  
Date