

GISD

VOLUNTEER HANDBOOK



FOR PRINCIPALS AND CAMPUS
VOLUNTEER COORDINATORS

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DEAR GARLAND ISD VOLUNTEER:

Thank you for your willingness to share your time and talents with the students of the Garland Independent School District. Our volunteers are very important people to us. As a volunteer, you are helping our district to build strong partnerships with our parents, community members, businesses, and patrons.

This handbook can be very helpful to you as you get started. Please take time to read through it, and then to ask questions. We hope that it will provide ways for you to join hands with our students, teachers, and other staff members.

One of the great gifts you can give is your time. Your time and your caring are a powerful combination that impacts our school district in significant ways.

On behalf of our Trustees, our parents, and our staff, I thank you for your dedication and your willingness to share one of life's most valuable commodities...your time.

Have a great school year!

Sincerely,



Curtis Culwell, Ed.D.
Superintendent of Schools

BENEFITS OF VOLUNTEERING IN GISD

TO STUDENTS

- ⇒ Increased achievement
- ⇒ Higher quality education
- ⇒ Increased self-esteem/self-confidence
- ⇒ Motivation to learn
- ⇒ Association with positive role models
- ⇒ Insight into real world expectations

TO THE VOLUNTEER

- ⇒ Satisfaction in preparing future leaders
- ⇒ Opportunity to try out new skills
- ⇒ Feels more a part of school
- ⇒ Feels good about self
- ⇒ Involved in children's lives
- ⇒ Feels welcome in school and trusts school to work with children

TO THE SCHOOL

- ⇒ More efficient and effective operation
- ⇒ Reduced cost to taxpayer
- ⇒ More parental/community involvement
- ⇒ Improved student achievement
- ⇒ Ability to address issues proactively

TO THE COMMUNITY

- ⇒ Improved community image for corporation
- ⇒ Satisfied corporate employees
- ⇒ Creates quality future employees
- ⇒ Becomes stakeholder in school
- ⇒ Improved quality of life

SUGGESTED VOLUNTEER OPPORTUNITIES

- Reading to/from Students
- Guest Speakers (Career Day, Texas Scholars, Black History Day, etc.)
- Interpreter
- Sponsor School Newsletter
- Cultural Fair Exhibitor
- Mentors
- Judges/Coaches (Science Fair, Reflection Artwork, Academic Decathlon, UIL, etc.)
- Workroom Assistant (copies, mail, die cuts, etc.)
- Field Trip Chaperone
- Library Volunteer
- Book Reading/Review for Accelerating Reading Program
- Maintain Marque
- Crossing Guard
- Landscape Services/Plant Materials
- Musical Instrument/Talents
- Snacks for Teachers/Students (Teacher Appreciation, Testing Days)
- Childcare provider for meetings and workshops at school
- Sewing (uniforms, costumes, curtains)
- School Supply Donations
- Art Supplies
- PTA Committee Member
- Campus Committee Member

EXPECTATIONS FROM THE VOLUNTEER PARTNERSHIP

Some expectations are similar for both teacher and volunteer. Both groups have the same goal in common: providing the best educational experiences for every child.

Shared Expectations

- ⇒ A genuine love of children
- ⇒ Honest and open communication
- ⇒ Patience
- ⇒ Cooperative attitude
- ⇒ Enthusiasm
- ⇒ Shows respect and courtesy
- ⇒ Sincere approach

What volunteers expect from teacher and staff:

- ⇒ Sensitivity to volunteer's time and needs
- ⇒ Students who are prepared for volunteer
- ⇒ Acceptance of leadership role
- ⇒ Relevant information regarding students
- ⇒ An open mind to volunteer's ideas
- ⇒ To be kept informed of schedule changes
- ⇒ Explanation of policies and procedures of the school
- ⇒ Feedback on progress of students
- ⇒ Clear directions and essential materials
- ⇒ Appreciation of volunteer's efforts
- ⇒ To be regarded in a professional manner

What teachers and staff expect from a volunteer:

- ⇒ A friendly, pleasant, positive attitude
- ⇒ Professional attitude and behavior
- ⇒ Promptness
- ⇒ Recognition that the teacher is the authority
- ⇒ Willingness to work with all children
- ⇒ Creativity and flexibility
- ⇒ Dependability
- ⇒ Discretion and trustworthiness with confidential matters in classroom
- ⇒ Sensitivity to needs of children
- ⇒ To serve as role model
- ⇒ To provide motivation for students
- ⇒ To follow instructions and ask questions when necessary
- ⇒ Dedication to helping students and teachers

GUIDELINES FOR VOLUNTEERS

All volunteers should:

- ⇒ Attend a training session.
- ⇒ Complete volunteer application and background check forms.
- ⇒ Meet with the Campus Volunteer Coordinator and other school personnel and become familiar with the building.
- ⇒ Sign in at the front office using the volunteer sign-in sheet.
- ⇒ Call the school and leave a message for the teacher if unable to attend to volunteer assignment.
- ⇒ Meet with the teacher or school personnel with whom you will volunteer to work out the specific job duties.
- ⇒ Support teachers and other personnel as volunteers act only as assistants.
- ⇒ Keep communication open between you and the teacher or school personnel.
- ⇒ Share matters of concern or constructive criticism with Campus Volunteer Coordinator or Principal.
- ⇒ If you are unsure about anything, ask a question!
- ⇒ Turn the situation over to the teacher should behavior problems develop with a student.
- ⇒ Avoid expressing dissatisfaction with school or staff in presence of students.
- ⇒ If you do not see much academic progress in your student, don't be discouraged. Improvement may take time and patience.
- ⇒ Work within the rules of the school district.

For the safety of our students:

- ⇒ All volunteer applicants will be subject to a background check.

Share your good volunteer experiences with your friends and neighbors!

PAUTAS PARA VOLUNTARIOS

Todo voluntario debe:

- ⇒ Asistir a una sesión de entrenamiento.
- ⇒ Llenar los formularios de solicitud de voluntario y de verificación de antecedentes penales.
- ⇒ Reunirse con el Coordinador de Voluntarios del plantel y otro personal escolar y familiarizarse con el edificio.
- ⇒ Firmar la hoja de voluntarios en la oficina principal cuando llega.
- ⇒ Si no puede acudir a su función de voluntario, llamar a la escuela y dejar un mensaje para el maestro.
- ⇒ Reunirse con el profesor o personal escolar a quien prestará su servicio voluntario para identificar las responsabilidades específicas de la tarea.
- ⇒ Apoyar a los maestros y demás personal; siendo voluntarios, actuar sólo de ayudantes.
- ⇒ Mantener una comunicación abierta entre usted listed y el maestro o el personal escolar.
- ⇒ Compartir inquietudes con el Coordinador de Voluntarios o Director del plantel, mediante la crítica constructiva.
- ⇒ Si hay algo del cual no está seguro ¡pregunte!
- ⇒ Si surgen problemas de conducta con algún alumno, entregar la situación al maestro.
- ⇒ Cuando está en presencia de los alumnos, no expresarse insatisfecho con la escuela o el personal.
- ⇒ No desanimarse si no observa mucho progreso académico por parte de su alumno. La mejora puede tomar tiempo y paciencia.
- ⇒ Trabajar respetando las reglas del distrito escolar.

Para la seguridad de nuestros alumnos:

- ⇒ Toda persona que busca servir de voluntario será sujeto a una verificación de antecedentes penales.

Comparte sus buenas experiencias de voluntario con sus amigos y vecinos!

CODE FOR VOLUNTEERS

As a volunteer in our schools, you will be a role model for our students.

State law and GISD Board Policy* set certain standards for all staff and volunteers to follow so that the safety and well-being of our students is ensured while they are attending school. Therefore, everyone is asked to observe these guidelines:

*Texas Education Code 22.053, (d) and Board Policy GKG (Local)

- ⇒ Observe the no smoking policy and dress codes.
- ⇒ Keep confidential any information about students.
- ⇒ Volunteers must not give medications or medical treatment unless designated Red Cross trained clinic volunteer.
- ⇒ Volunteers must avoid proposing any personal or religious doctrines or beliefs to a student.
- ⇒ Volunteers must seek the aid of school personnel in case of serious discipline problems.
- ⇒ Volunteers must avoid lending money to students.
- ⇒ Volunteers must avoid promoting any specific business, commercial products, or brand names.
- ⇒ The volunteer/student relationship should be restricted to the school setting.
- ⇒ Unless supervised by school district personnel, a volunteer must be 18 years of age before the first day of school.

CÓDIGO DE VOLUNTARIOS

Como voluntario en nuestras escuelas, usted será un modelo para nuestros alumnos.

La ley estatal y la política de la directiva del GISD* establecen ciertas normas con las cuales todos los empleados y voluntarios deben cumplir para garantizar la seguridad y bienestar de nuestros alumnos mientras asisten a la escuela. Por lo tanto, se les pide a todos conformar con las siguientes pautas:

*Código de Educación de Texas 22.053, (d) y Política de la Directiva GKG (Local)

- ⇒ Honrar la política de no fumar así como los códigos de vestimenta.
- ⇒ Tener en confianza cualquier información acerca de los alumnos u otros voluntarios.
- ⇒ Los voluntarios no deben administrar medicamentos o tratamiento médico a menos que sea un voluntario designado de la clínica con entrenamiento de la Cruz Roja.
- ⇒ Los voluntarios no deben proponer doctrinas o creencias religiosas a los estudiantes.
- ⇒ En el caso de que sugieran problemas disciplinarios severos, los voluntarios deben pedir la ayuda del personal escolar.
- ⇒ Los voluntarios no deben prestar dinero a los estudiantes.
- ⇒ Los voluntarios no deben promocionar ningún negocio, producto comercial o nombre de marca específico.
- ⇒ La relación de voluntario/alumno debe limitarse al entorno escolar.
- ⇒ A menos que sea bajo supervisión del personal del distrito, un voluntario debe tener por lo menos 18 años de edad antes del primer día de clases.

Distrito Escolar Independiente de Garland
SOLICITUD PARA VOLUNTARIOS DE LA ESCUELA
 (Por favor escriba con letra de molde o escriba a máquina)

INFORMACION PERSONAL

Nombre _____
 Apellido _____ Primer Nombre _____ Segundo Nombre _____

Dirección _____
 Calle _____ Ciudad y Estado _____ Código Postal _____

Teléfono—Casa _____ Teléfono—Trabajo _____

Nombre de su hijo/a _____ Grado _____ Maestra/o _____

REFERENCIAS

Nombre	El Puesto/Parentesco	Dirección	Teléfono

Experiencia trabajando con niños:

Número de años de ser voluntario para el Distrito Escolar (incluyendo este año) _____

TIPO DE ACTIVIDADES EN QUE UD. GUSTARIA AYUDAR:

- | | | |
|---|--|--|
| <input type="checkbox"/> Escuchar o los estudiantes leer | <input type="checkbox"/> Ayudar con actividades de arte | <input type="checkbox"/> Supervisar durante el día de campo |
| <input type="checkbox"/> Leer a voz alta para los estudiantes | <input type="checkbox"/> Ayudar con trabajo de oficina en casa | <input type="checkbox"/> Ayudarle a la mamá del salón |
| <input type="checkbox"/> Tutor de Matemáticas | <input type="checkbox"/> Ayudar en la oficina | <input type="checkbox"/> Ayudar durante el día del campo |
| <input type="checkbox"/> Tutor (clase) _____ | <input type="checkbox"/> Ayudar a la maestra | <input type="checkbox"/> Orador de Career Day |
| <input type="checkbox"/> Trabajar con grupo pequeño | <input type="checkbox"/> Ayudar en el salón de comidas | <input type="checkbox"/> Compartir experiencias especiales en el salón |
| <input type="checkbox"/> Ayudar en clases de Educación Especial | <input type="checkbox"/> Ayudar en la biblioteca | <input type="checkbox"/> Otro _____ |
| <input type="checkbox"/> Ser traductora | <input type="checkbox"/> Ayudar en la clínica | _____ |
| <input type="checkbox"/> Ayudar con el tablero de anuncios | <input type="checkbox"/> Ayudar como la mamá del salón | _____ |

Pasatiempos favoritos o interés

Favor de indicar los mejores días y horas en que Ud. gustaría ayudar:

lunes martes miércoles jueves viernes

Por la mañana _____

Por la tarde _____

PERSONA(S) DE CONTACTO EN CASO QUE UD. TENGA UNA EMERGENCIA:

Nombre _____	Dirección _____	Teléfono _____
Nombre _____	Dirección _____	Teléfono _____

En la consideración de mi empleo, yo estoy de acuerdo de conformar a las normas y reglas del Distrito Escolar de Garland. Yo he revisado **LAS NORMAS PARA LOS VOLUNTARIOS y EL CODIGO PARA LOS VOLUNTARIOS** en mí manual, y estoy de acuerdo de obedecer esas normas en mí trabajo.

FIRMA DEL SOLICITANTE _____

ESCUELA
FAVOR DE REGRESAR ESTA FORMA A LA OFICINA DE LA ESCUELA

FECHA _____



FOR DISTRICT OFFICE USE ONLY (date received)
--

VOLUNTEER AND/OR PARTICIPATE IN SCHOOL-RELATED ACTIVITIES BACKGROUND CHECK

(PLEASE PRINT)

This information will be forwarded to the Personnel Division of the Garland Independent School District, who will coordinate the background check. The following information is necessary to perform an accurate background history.

If all information is not complete, the form will be returned to your child's school. This may delay your ability to volunteer.

1. Your name: _____

2. Your telephone number: Day _____ 3. Evening _____

4. Your email address: _____

5. Your birthdate: Month _____ Day _____ Year _____

6. Your Ethnic Background: *(please choose from one listed below)*

<input type="checkbox"/> Native American (American Indian)	<input type="checkbox"/> African American	<input type="checkbox"/> Caucasian
<input type="checkbox"/> Asian, Pacific Islander, Native Alaskan	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Other _____

7. Your gender: Male Female

8. Counties where you have lived in the last five (5) years:

County	State	County	State

9. Please complete this information regarding all children who live in your home:

All Children's Names	Your Relationship To Child(ren)	School(s) Attending	Teacher's Names

AGREEMENT—Please read carefully before signing

I certify that the answers given by me to all the questions on this application and any attachment are to the best of my knowledge and belief, true and correct. I have not knowingly withheld any pertinent facts or circumstances. I understand that any omission or misrepresentation of fact in this application may result in refusal of or separation of my volunteer activity, upon discovery thereof.

I hereby authorize the Garland Independent School District to submit the volunteer background check to the Department of Public Safety and I hereby release said agency and the Garland Independent School District, its agents and employees from any and all liability or responsibility arising from furnishing such information.

I understand that the application and records become the property of the Garland Independent School District which reserves the right to accept or reject them.

10. VOLUNTEER'S/PARTICIPANT'S SIGNATURE

11. CAMPUS

12. DATE

This information and the resulting report from the Department of Public Safety are strictly confidential and will be released to no one without your written authorization.



Solamente para Uso por la Oficina Distrital (fecha de recepción)

VERIFICACIÓN DE ANTECEDENTES PARA SERVIR DE VOLUNTARIO Y/O PARTICIPAR EN ACTIVIDADES RELACIONADAS CON LA ESCUELA

(FAVOR USAR LETRA DE MOLDE)

Se enviará esta información a la División de Personal del Garland Independent School District, quien coordinará la verificación de antecedentes. La siguiente información es necesaria para poder realizar una verificación precisa de antecedentes.

Si no se completa toda la información, se devolverá el formulario a la escuela de su hijo. Esto podrá demorar su capacidad de servir de voluntario

1. Su nombre: _____

2. Su teléfono: Día _____ 3. Noche _____

4. Su correo electrónico: _____

5. Su fecha de nacimiento: Mes _____ Día _____ Año _____

6. Su grupo étnico: (favor de seleccionar entre las que aparecen a continuación)

Form with checkboxes for ethnicity: Nativo Americano, Afro Americano, Caucásico, Asiático, Islas Pacíficas, Nativo de Alaska, Latino, Otro

7. Su género Hombre Mujer

8. Condados en los que ha vivido en los últimos cinco (5) años:

Table with 4 columns: Condado, Estado, Condado, Estado

9. Favor de completar esta información en relación con todos los menores que viven en su hogar:

Table with 4 columns: Nombres de todos los menores, Su parentesco con el(los) menor(es), Escuela(s) a la(s) que asiste(n), Nombres de los Maestros

ACUERDO-- Favor de leer detenidamente antes de firmar

Doy fe de que a mi saber y entender, las respuestas que he dado a todas las preguntas de esta solicitud y cualquier anexo son fieles y verdaderas. No he ocultado a sabiendas ningún hecho o circunstancia pertinente. Entiendo que cualquier omisión o tergiversación de los hechos en esta solicitud puede resultar en la denegación o terminación de mi actividad voluntaria, en el momento en que sea descubierta*.

Por la presente autorizo al Garland Independent School District presentar al Departamento de Seguridad Pública una solicitud de antecedentes penales y libero por la presente a dicha agencia y al Garland Independent School District, sus agentes y empleados, de toda y cualquier responsabilidad que surgiera de la presentación de dicha información.

Entiendo que la solicitud y los registros se convierten en propiedad del Garland Independent School District, el cual se reserva el derecho de aceptar o rechazarlos.

10. FIRMA DE VOLUNTARIO/PARTICIPANTE

11. CAMPUS ESCOLAR

12. FECHA

Esta información y el informe resultante del Departamento de Seguridad Pública son completamente confidenciales y no se revelarán a ninguna persona sin la autorización escrita de usted.

FAVOR DE DEVOLVER ESTE FORMULARIO A LA OFICINA ESCOLAR

DPS Computerized Criminal History (CCH) Verification (AGENCY COPY)

I, _____, have been notified that a computerized criminal history (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB information I supply.
APPLICANT or EMPLOYEE NAME (Please print)

Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization (as listed below) conducting the criminal history check is not allowed to discuss any information obtained using this method, therefore the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (automated fingerprint identification system). I have been made aware that in order to complete this process I must have the correct fingerprinting (FAST) form from this agency, make an online appointment, submit a full and complete set of my fingerprints, and pay a fee of \$9.95 to the fingerprinting services company, L1 Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by your agency. Required for future DPS Audits)

Signature of Applicant or Employee

Date

Agency Name (Please print)

Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please:			
Check and Initial each Applicable Space			
CCH Report Printed:			
YES _____	NO _____	_____	initial
Purpose of CCH: _____			
Hire _____	Not Hired _____	_____	initial
Date Printed: _____	_____	_____	initial
Destroyed Date: _____	_____	_____	initial
Retain in your files			

Verificación Computarizada de DPS de Antecedentes Penales (CCH)

(COPIA PARA LA AGENCIA)

Yo, _____, declaro que se me ha informado que se realizará una verificación computarizada de antecedentes penales (CCH, por sus siglas en inglés), mediante acceso al Sitio Web Seguro del Departamento de Seguridad Pública de Texas (DPS por sus siglas en inglés), y que será basada en los datos que proporcione de nombre y fecha de nacimiento.

Ya que la información basada en nombres no permite una búsqueda precisa y solamente las búsquedas de los registros de huellas digitales representan una verdadera identificación para los antecedentes penales, no se permite que la organización (según aparece a continuación) que realiza la verificación de antecedentes penales explique ninguno de los datos que se obtiene por este método; por esto, la agencia podría ofrecer la oportunidad de realizar una búsqueda por huellas digitales a fin de aclarar cualquier mala identificación resultado de la búsqueda por nombre, en el caso de que dicha búsqueda arroje antecedentes penales que yo sé no me pueden corresponder.

Para el proceso de huellas digitales, se me requerirá presentar todas mis huellas digitales completas para análisis por el AFIS (por la sigla en inglés de sistema automatizado de identificación de huellas digitales) del Departamento de Seguridad Pública de Texas. Se me ha informado de que, para poder completar este proceso, debo contar con el formulario correcto de huellas digitales (FAST) de esta agencia, hacer una cita en Internet, presentar todas mis huellas digitales completas y pagar una cuota de \$9.95 a la empresa de servicios de huellas digitales, L1 Enrollment Services.

Una vez que se ha completado este proceso y la agencia reciba los datos de DPS, pueden explicarme la información que aparece en mis antecedentes penales de huellas digitales.

(Este ejemplar deberá permanecer en los archivos de su agencia. Se requiere para auditorías futuras de DPS)

Firma del Solicitante o Empleado

Fecha

Nombre de la Agencia (favor usar letra de molde)

Nombre del Representante de Agencia (favor usar letra de molde)

Firma del Representante de Agencia

Fecha

Por favor: Señale y ponga las iniciales en cada espacio que se aplique		
Se ha imprimido el informe CCH:		
SI <input type="checkbox"/>	No <input type="checkbox"/>	_____ iniciales
Propósito del CCH: _____		
Contratado <input type="checkbox"/>	No contratado <input type="checkbox"/>	_____ iniciales
Fecha de impresión: _____ _____ iniciales		
Fecha destruida: _____ _____ iniciales		
Guarde en sus archivos		

Part II

Principal and

Campus

Volunteer

Coordinator

General Information

GUIDELINES FOR PRINCIPAL

As the “leadership” of the campus, your positive attitude sets the tone for the entire volunteer program on the campus.

1. Select the person to be Campus Volunteer Coordinator and any other members to be involved in the volunteer committee.
2. Work with Campus Volunteer Coordinator to assess the volunteer needs of the campus.
3. Define objectives for the program on campus.
4. Approve all volunteer placements.
5. Participate in recognizing all volunteer and staff efforts.
6. All volunteers must complete form for background check.

GUIDELINES FOR SCHOOL PERSONNEL

The key to a successful school volunteer program is the effective use of each volunteer.

1. Determine creative ways to use volunteers and complete staff request form in a timely manner.
2. Get to know volunteer(s) personally.
3. Model confidentiality and respect for students, parents, colleagues, and the school district.
4. Communicate clearly the needs of student or personnel.
5. Have all materials ready in volunteer’s folder.
6. Notify Campus Volunteer Coordinator if the student a volunteer is to work with is absent from school.
7. Notify both the volunteer and Campus Volunteer Coordinator if school activity will affect volunteer task.
8. Notify Campus Volunteer Coordinator if volunteer is late or fails to arrive.
9. Periodically share student’s progress with volunteer or progress of assignment with volunteer.
10. Participate in the volunteer recognition program.

GUIDELINES FOR CAMPUS VOLUNTEER COORDINATOR

Thank you for accepting the vital job of coordinating the activities of the volunteers and the students in your school. Don't let the length of this list scare you. It is intended to keep you from having to reinvent the proverbial wheel.

1. Survey everyone on your campus regarding volunteer needs of the campus.
(see "Staff Survey" form on page 20 of this handbook.)
2. Compile results of survey and prioritize volunteer needs.
3. Distribute and coordinate completion of Volunteer Applications and Background Checks. Everyone now must complete this form.
4. Interview each prospective volunteer, if applicable.
 - A. Determine interests and motivation of prospective volunteer by asking open-ended questions
 - B. Determine skills and qualifications by discussing specific school tasks volunteer could expect to do
5. Ensure that the prospective volunteer understands that for safety reasons, all prospective volunteers are subject to a Background Check and references may be checked.
6. If principal requests, submit the Volunteer Applications for approval.
7. Assign volunteer to a task.
8. Conduct volunteer training or invite volunteer to attend district volunteer training session.
9. Maintain your volunteer program with proper Recordkeeping. (see page 16)
10. Evaluate volunteer program and note any changes, updates, or procedures for the future.
11. Recognize volunteers.
12. Do Not post a list of approved volunteers in a teacher's room, breakroom, or teacher's lounge.

RECORDKEEPING FOR CAMPUS VOLUNTEER COORDINATOR

1. Complete Campus Volunteer Coordinator Checklist (optional).
2. Set up file to keep **ALL** Volunteer Applications in alphabetical order.
3. Send Volunteer Background Check and DPS Computerized Criminal History (CCH) Verification form to Pat Mullins, Box 701 (interschool mail).
Do Not make or keep a copy of these forms for any reason.

Beginning with school year 2010-2011, the Texas Department of Public Safety requires that both forms be submitted at the same time. Background check will be returned to the school if it is not completed by the potential volunteer and is not attached to the background form.

4. Distribute Staff Survey form, compile results, and prioritize needs. (See page 20)
5. Coordinate with teachers completion of Planning Sheet for Volunteer Services. (See page 21)
6. Keep Volunteer Training Registration sheets. (See page 23)
7. Keep completed Volunteer Training Evaluation forms. (See page 26)
8. By the 5th of the following month, email total number of hours and the name of your school to Pat Mullins: pmullins@garlandisd.net
9. Keep copies of:
End of Year Volunteer Evaluation of Volunteer Program forms. (See page 27, 28)
End of Year Staff Evaluation of Volunteer Program to help you plan for next year. (See page 29)
10. **By February 15**, send the number of Volunteer Certificates needed by your school and date of your Volunteer Appreciation ceremony.
11. Nominate your school and individual volunteers for awards given by the GISD Council of PTAs, Texas State PTA, or other organizations.
12. Send Coordinator's Year End Evaluation. (See page 30)

VOLUNTEER SERVICE HOURS

(HOURS THAT COUNT/CANNOT COUNT)

Volunteer hours can be counted for:

Committee Meetings (Event/Recognition planning, PTA Board and Association, advisory task forces, school council, Site Based Advisory, training, parent club/booster, telephoning)

After School/Saturday/and Summer Programs

Volunteering in the Classroom or with Teachers

Chaperoning (field trips, dances, local/out of town activities)

Classroom Enrichment (speakers, professions, languages, travel)

Career/Field Day (must be assisting, not just observing or being with student)

Community Involvement with students (can drive, clothing collection)

Fundraising Activity (not handling the money)

Health (clinic, screenings, fairs)

Library/Computer Volunteer

Mentoring/Tutoring

Room Mom

Preparing Food for School/Teacher Events

Traffic and Bus Safety

PTA Officer/Chairman/Committee Duties

School Office Assistance

Workshops/Training

Judging

Sporting Events

Volunteer hours cannot be counted for:

Working/Visiting with your own student (homework, projects, drive time, lunch, etc.)

Handling of money at any event

Attending classroom parties (unless you are room mom coordinating activities)

RECRUITMENT IDEAS

- ⇒ Ask everyone with whom you come in contact to volunteer
- ⇒ Encourage administrators, teachers, and staff to ask parents to volunteer on your campus
 - As students are registered for school
 - At “Meet the Teacher” night
 - At PTA Meetings
 - Waiting in carpool lines
 - At Class meetings
 - During Parent Enrichment Seminars
 - During “Report Card” night
- ⇒ Use the school marquee to recruit volunteers
- ⇒ Have Volunteer Opportunity forms prominently displayed in the school.
- ⇒ If your school has a “business partner,” ask that business to display a recruiting poster in their employee break area
- ⇒ Display recruitment poster advertising volunteer needs—like “Want Ads.”
- ⇒ Ask local businesses to display recruitment posters
- ⇒ Encourage current volunteers to ask their spouses, friends, and other parents in their children’s classes
- ⇒ Advertise a variety of time commitments to volunteer
 - Weekly
 - One-time volunteer opportunities (field day, field trips, etc.)
 - Opportunities to take volunteer work to do at home
- ⇒ Encourage all persons to volunteer
 - Mothers, fathers, grandparents, etc.
 - Single parents - (don’t overlook single dads)
 - Corporate volunteers

⇒ Other Ideas _____

RECOGNITION IDEAS

- ⇒ Display “Welcome Volunteers to John Smith Elementary School” sign (or similar sentiment).
- ⇒ Send Greetings to volunteers
 - Holidays : “John Smith Elementary School is Thankful for our Volunteers”.
 - Special Occasions: “John Smith Elementary School Loves Mary Doe”.
 - Birthday Card.
- ⇒ Offer volunteers the opportunity to attend appropriate in-service workshops or district training seminars.
- ⇒ Treat volunteers to lunch.
- ⇒ Dedicate a bulletin board located in a well-traveled location to your school’s volunteer program. Feature pictures of volunteers on the job, especially with students.
- ⇒ Include “veteran” volunteers when conducting volunteer training.
- ⇒ Solicit coupons from local businesses to reward volunteers.
- ⇒ Respect and respond to volunteer’s evaluation comments.
- ⇒ Send thank you note.
 - If volunteer worked with a student, have that student prepare the thank you card.
 - Particularly in elementary school, student-written notes are always cute and meaningful, so even if volunteer worked in the office, student-written or drawn “thank you’s” may be appropriate, and especially welcome.
- ⇒ Organize a special event at the end of the year. (April has a volunteer appreciation week) - or a May event.
- ⇒ Design attractive Volunteer Badge for volunteers to wear while working on the campus.
- ⇒ Your ideas...

Part III

Recordkeeping and "Copy Machine Ready" Sheets

STAFF SURVEY

Dear _____ Staff Members:
(Your School Name)

As the Volunteer Coordinator for this campus, I need your help to determine the areas where we can use volunteer assistance. Please complete this short survey and return by _____.
(Date to be determined by your campus)

Name _____

Room Number _____

Grade/Subject _____

Yes! I'd love some help!

Here are the areas where I could use some.

INSTRUCTIONAL

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Listen to students read | <input type="checkbox"/> Tutor (subject) _____ | <input type="checkbox"/> Bilingual/ESL assistance | <input type="checkbox"/> My own original idea: _____ |
| <input type="checkbox"/> Read aloud to students | _____ | <input type="checkbox"/> Translator | _____ |
| <input type="checkbox"/> Math Tutor | <input type="checkbox"/> Small group work | <input type="checkbox"/> Assist in special education | _____ |

ADMINISTRATIVE

- | | | | |
|--|--|--|--------------------------------------|
| <input type="checkbox"/> Lunch room aide | <input type="checkbox"/> Room mother | <input type="checkbox"/> Career Day speaker | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Library aide | <input type="checkbox"/> Assistant room mother | <input type="checkbox"/> Special expertise to share in _____ | _____ |
| <input type="checkbox"/> Clinic aide | <input type="checkbox"/> Field Day chaperone | classroom participation | _____ |
| <input type="checkbox"/> Playground aide | <input type="checkbox"/> Field Day helper | | _____ |

Contributions/Supplies Requested:

Comments/Suggestions:

Planning Sheet for Volunteer Services

(For most efficient use, keep in a folder for volunteers)

Date _____

Name of Volunteer _____ Room/Location _____

Name of Teacher/Staff Member _____ Grade Level/Subject _____

Tasks to be completed or Skills to be reinforced:

Name(s) of Student(s):

Time Block: _____

Materials to be Used:

Location of Materials:

Procedures:

To be completed by the Volunteer after project is completed

Date _____

Comments: _____

MASTER COPY – PLEASE DUPLICATE

Total Monthly Volunteer Recording Report

Name of Campus: _____

Submitted By: _____

Keep this original. Each month mail a copy of this completed report no later than the 5th of the following month to Pat Mullins – Box 701. If emailing this form, please submit to pmullins@garlandisd.net no later than the 5th of the following month.

	Total
Summer	
August	
September	
October	
November	
December	
January	
Order # of Volunteer Appreciation Certificates Here* → → →	
February	
March	
April	
May	

*** Note: Please include certificates needed with January hours!**

If you have further questions please contact: Pat Mullins – (972) 487-3196

TRAINING CHECKLIST

Reserve location:

Note: If orientation is to take place at night, be sure to ask the School Secretary to arrange for air conditioning or heat (as needed) in that particular location. Secretary will need about 1–2 weeks notice.

Equipment Reserved from: _____

- Overhead projector

Tables and Chairs

- Registration
- Refreshments
- Meeting Setup

Materials:

- Ice Breaker
- Nametags
- Volunteer Training Registration forms
- Pens
- Agendas How Many? _____
- Volunteer Handbooks How many? _____
- Volunteer Application forms How Many? _____
- Background Checks How Many? _____
- Volunteer Training Evaluation forms How Many? _____

Refreshments:

Receipts Issued: _____

Name _____	Amount Spent \$ _____
Name _____	Amount Spent \$ _____
Name _____	Amount Spent \$ _____
Name _____	Amount Spent \$ _____

AGENDA FOR TRAINING

1. Refreshments and Sign-In
2. Welcome and Introductions
3. Purpose of the Orientation
 - ⇒ Safeguard for our students
 - ⇒ Formalize the volunteer program in Garland ISD
4. Distribution of Handbook
5. Explanation of Procedures and Forms
 - ⇒ Completion of Application
(if not already accomplished)
6. Questions
7. Closing Remarks

GARLAND INDEPENDENT SCHOOL DISTRICT VOLUNTEER TRAINING EVALUATION

Date of Session _____

Please circle the number which represents your reaction to each of these items:

- | | | | | | | | |
|--|------------------------|---------------|-------------|------------------------|-------------------------------|--------------------|---|
| 1. The organization of this session was: | Excellent | 1 | 2 | 3 | 4 | Poor | 5 |
| 2. The objectives of this session were: | Clearly Evident | 1 | 2 | 3 | 4 | Vague | 5 |
| 3. The work of the trainer(s) in this session was: | Excellent | 1 | 2 | 3 | 4 | Poor | 5 |
| 4. The ideas and activities in this session were: | Very Meaningful | 1 | 2 | 3 | 4 | Meaningless | 5 |
| 5. I expect to apply the idea presented: | Frequently | 1 | 2 | 3 | 4 | Not at All | 5 |
| 6. Overall, I consider the value of this session to be: | Very High | 1 | 2 | 3 | 4 | Of No Value | 5 |
| 7. Recommendations to others about this session would be: | Enthusiastic | 1 | 2 | 3 | 4 | Negative | 5 |
| 8. My volunteer experience will be at the following level: | Elementary School | Middle School | High School | Central Administration | Other (including combination) | | |
| | 1 | 2 | 3 | 4 | 5 | | |

Comments _____

END OF YEAR VOLUNTEER EVALUATION OF VOLUNTEER PROGRAM

Name _____ School _____

TO THE VOLUNTEER

We are anxious to improve our volunteer program. The insight you have gained by working in our school will help tremendously. Please complete the following questionnaire so that we can begin looking ahead to the next school year.

1. In what area did you work?

- Grade level/Subject _____
- Office
- Library
- Clerical
- Other (Please Specify) _____

2. Have you enjoyed your volunteer work this year?

- Yes
 - No
- Comments _____

3. Do you feel you were properly trained for your position?

- Yes
 - No
- Comments _____

4. Did you have plenty to do?

- Yes
 - No
- Comments _____

5. Do you feel that your volunteer time was used most efficiently by the school?

- Yes
 - No
- Comments _____

6. Did you have all the supplies you needed to fulfill your duties?

- Yes
 - No
- Comments _____

7. Do you feel the teachers were prepared for your assistance?

- Yes
 - No
- Comments _____

END OF YEAR VOLUNTEER EVALUATION OF VOLUNTEER PROGRAM *(continued)*

8. Do you feel the children benefitted from your services?

- Yes
- No

Comments _____

9. Were you given recognition for your services?

- Yes
- No

Comments _____

10. Did you feel welcome in the school?

- Yes
- No

Comments _____

11. Would you volunteer again?

- Yes
- No

Comments _____

12. How could this program be strengthened or improved?

END OF YEAR STAFF EVALUATION OF VOLUNTEER PROGRAM

To be completed by Teacher or Staff person working with volunteer(s)

Your Name _____ Date _____

Volunteer's Name _____

Location (work area/grade level) _____

Type of job assigned to volunteer?

- Grade level/Subject _____
- Office
- Library
- Clerical
- Other (Please Specify) _____

Was the volunteer properly trained for the job assigned?

- Yes
- No—if not, how could this situation be corrected?

Comments _____

How did the children benefit from the volunteer's service?

How did the volunteer fulfill the responsibilities delegated to him/her?

Would you like a volunteer next year?

- Yes
- No

Comments _____

What specific job assignment would you request of a volunteer next year?

COORDINATOR'S YEAR END EVALUATION

SUGGESTIONS / COMMENTS

What suggestions, rewording, or additions would you recommend in our Handbook and/or Forms?

Concerns / Proposed Resolution

Proposed New Forms / Information

SEND FORM TO PAT MULLINS — BOX 701

VOLUNTEERS

Valuable is the work you do.

Outstanding is how you always come through.

Loyal, sincere, and full of good cheer.

Untiring in your efforts throughout the year.

Notable are the contributions you make.

Trustworthy in every project you take.

Eager to reach your every goal.

Effective in the way you fulfill your role.

Ready with a smile like a shining star,

Special and wonderful – that's what you are.

Author Unknown