

### **WHO MAY SERVE AS A SCHOOL VOLUNTEER?**

School volunteers may be parents, community members, senior citizens or upper grade students who augment and complement the educational program. Volunteers can be utilized in a variety of situations in schools, ranging from one time only to monthly, weekly or daily commitments. They may provide tutorial help, monitor lunchrooms, staff libraries and supervise playgrounds. Volunteers assist the classroom teacher, the school nurse or the clerical staff. They may make telephone calls, enter data, type or file. They might share a special skill, occupation or talent with the students.

### **QUALIFICATIONS**

- Availability, dependability, reliability, friendliness and flexibility.
- Awareness of and willingness to follow any school district or state-mandated criteria regarding health and background checks.
- Special talents or abilities that help to enrich the school program.
- Recognition that accepting an assignment is a serious commitment.
- Strict confidentiality regarding students and school personnel.
- Awareness of the ethical and legal responsibilities involving the privacy of students' records.
- A desire and interest in working with children and youth.
- A willingness to learn and to follow directions

### **RECOMMENDED ACTION**

- Work with the school volunteer coordinator to develop a clear understanding of duties and responsibilities.
- Attend and participate in orientation and training sessions.
- Become familiar with the school—both the staff and the campus.
- Learn about school governance and school/school district policies and procedures regarding school volunteers.
- Respect contracts negotiated between school districts and employee bargaining units regarding jobs which may be done by volunteers.

### **SPECIAL INFORMATION THAT WOULD BE HELPFUL**

**PTA:** Names, addresses and telephone numbers of  
Volunteer Coordinator  
PTA president

**School:** Names of  
Principal  
Secretary  
Nurse  
Librarian  
Custodian  
Classroom teachers, including grade levels and room numbers.

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The PTA Volunteer Coordinator oversees the activities of the school volunteers and represents them on the PTA executive board.

Review program procedures within the *California State PTA Toolkit*. Meet with the principal to review school and school district policies and procedures regarding volunteers on campus.

### **ASSESS, RECRUIT AND PREPARE**

- Assess the need for volunteers at the school.
- Recruit from all segments of the community.
- Train the volunteer to ensure that school district requirements are met (health standards, liability, etc.). Contact council or district PTA and school district to determine standards.
- Follow the guidelines Basic Information on Fingerprinting (Where We Stand: Issue-Related Guidelines 4.6.5, 186).
- Provide opportunities for orientation and training.
- Furnish a handbook or instruction/information sheet.
- Provide volunteers' identification badges.

### **SCHEDULE**

- Maintain a center for volunteer sign-in and recording of hours served.
- Keep an up-to-date listing of active and substitute volunteers.

### **ADDITIONAL ACTIVITIES**

- Keep a Volunteer Tally Sheet (Forms 477) accounting for all volunteer hours, and help the historian prepare all reports required by the California State PTA.
- Publicize volunteer opportunities.
- Promote the value of the school volunteer program with the community.
- Plan a recognition activity for volunteers at the end of the school year.
- Bring motions to executive board/association on behalf of volunteer committee.

### **HELPFUL INFORMATION**

Collect names and contact information (addresses, telephone, e-mail) for the following individuals to provide to the volunteers:

- volunteer coordinator
- volunteers
- PTA president
- site administrator

- school secretary
- nurse
- librarian
- custodian
- classroom teachers, including grade levels and room numbers.

### **ADDITIONAL RESOURCES**

- Council and district PTA volunteer coordinator/chairman
- School district administrators for information regarding contract negotiations with employee bargaining units outlining which jobs may be done by volunteers.
- Community and civic organizations
- Active school/community volunteer programs in surrounding communities
- Community programs that involve volunteers
- Adopt-a-school partnership programs
  - National PTA *Annual Resources for PTAs*
  - *Parents Empowering Parents Guide*
  - *Insurance and Loss Prevention Guide*
  - *Bylaws for Local PTA/PTSA Units*

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