



VOLUNTEER COORDINATOR FALL 2022 NEWSLETTER

It takes “a village” to manage, support, and recognize volunteers.

In this issue:

- Upcoming Events
- Coordinator Reminders
- Helpful Hints
- Never Say “Need” to Recruit Volunteers?

Upcoming Events



COMMUNITY FORUM

November 12, Saturday, 9:00 AM—10:30 AM
Ferguson High School/Thompson Career Campus
1811 W. 15th Street, Loveland

The Thompson School District Board of Education is hosting a series of public engagement sessions which will allow the community to meet the board members, learn more about district initiatives, ask questions, and provide feedback.



READ ALOUD DAY

November 15, Tuesday

Thompson School District will celebrate Read Aloud Day again on Tuesday, November 15. If interested in volunteering, contact Frances Schuyler at 970-613-5073.



VOLUNTEER COORDINATOR HOLIDAY PARTY

December 1, Thursday, 10:00 AM - Noon
Thompson School District Administration Building,
800 S. Taft Ave., Loveland

We want to thank coordinators for their time helping schools by providing a fun break to de-stress during the holidays. This includes a **free chair massage**. Take time out for yourself for a massage, snacks for refueling, and social time with other Volunteer Coordinators. A sign up for massages will be emailed.



THANKSGIVING BREAK

November 21, Monday – November 25, Friday

No school. District offices will be open Monday and Tuesday, November 22 & 23.



WINTER BREAK

December 19, Monday – January 5, Thursday

No school. Students return Thursday, January 5. District offices will reopen Tuesday, January 3.

COORDINATOR REMINDERS

- Volunteers who signed a COVID Waiver Form in 2021-2022 do not have to sign a new one. However, if a volunteer has never signed a COVID Waiver Form, they need to sign the newest form that is in the coordinator handbook. You can check if a volunteer has filled out a **COVID Waiver Form** by looking in the **L2 column on VITAL Online**. If it says “Yes,” they have signed a form.
- Columns “ID” and “L3” are only for early childhood vaccination info.

Helpful Hints

Deleted or Missing Volunteers in VITAL Online

The automatic volunteer three-year **follow-up background check rescreening process** was implemented on VITAL Online two years ago. If volunteers receive emails asking them to re-verify or opt out of their volunteer registration and they do not reply, they will be deleted and unable to volunteer. Over 1,300 volunteers were deleted this summer and another 1,000 this October. **If volunteers who were deleted need to reactivate their account, the volunteer or you will need to contact me.** I will then reactivate them and run a follow-up background check. If they try to register again, it will not go through because they are flagged as deleted in the system.

Name Badges Missing at Schools

This fall the VITAL Office only printed name badges for those volunteers who had hours logged in VITAL Online since January 2019. If they have not volunteered since 2018 or earlier, they will not have a name badge at the school. We did print name badges for all new registrations starting June 1, 2022. Additionally, we implemented a new service that updates school listings on volunteer registrations and had glitches in the process. Therefore, we **advise that volunteers check and make sure they have a name badge at the school before volunteering.**

Never Say “Need” To Recruit Volunteers?

When I heard the advice, “Never say ‘need’ to recruit volunteers.” at the online Texas Volunteer Management Conference this Summer, I was surprised and critical. That is always the language I have used to recruit volunteers in emails and on phone calls. It turns out that is the most common language used by most volunteer coordinators and managers. Dana Litwin who is a globally recognized expert in volunteer management and is certified in volunteer administration by the CCVA shared that the language “we need volunteers” is subconsciously viewed by volunteers in a negative connotation and especially when paired with “urgent.” She suggested always focusing on the benefits and rewards of volunteering for your organization by using different language such as “join our team.” It is especially good to use detailed wording in your email subject line like “make a difference in kids’ lives by sharing your knowledge.” Her experience has been that by focusing on all the positive aspects of volunteering, she has recruited more volunteers and for a longer period of time. Positive aspects of volunteering you can refer to include the impact they will have, the difference they will make, the way they will feel about themselves, the value of the gifts they have, the experience they will build, etc. Below is a chart of recruitment language she suggested. Now I am rethinking how I ask for volunteers. If you have been having difficulty getting volunteers, it can’t hurt to try her advice and use different language.

Instead of:	Say:
We need volunteers	Engage with us!
We want volunteers	Join us on our mission to make an impact
We need your help	Use your skills to help students
We can’t do this without you	We impact more & have greater reach with you
	Make a difference in your child’s school
	Join our team
	Share your gift with us