



Litchfield Elementary School District

Volunteer Handbook



Program Goals:

The Litchfield Elementary School District Volunteer Program exists to assist schools in offering excellence in education to every student.

Volunteer services help to:

- relieve teachers of some non-instructional tasks
- provide teachers with more time to work with students
- enrich children's learning opportunities
- strengthen individual attention to enhance a personalized learning environment
- promote a school-home-community partnership for high quality education

Who Can Volunteer?

Everyone who cares about children and education is a potential volunteer. Prior teaching experience is not necessary. Volunteers include parents, grandparents, local retirees, and caring community members. All volunteers must be at least 21 years old.



What Types of Jobs Do Volunteers Perform?

Volunteer opportunities include working directly with children or fulfilling administrative tasks.

- **Classroom Instructional Volunteer:** Work directly with individuals or small groups of students. Listen to students read, reinforce basic math skills, or assist with writing.
- **Classroom Assistance Volunteer:** Assemble bulletin board displays, correct/sort papers, photocopy, etc.
- **Office Clerical Assistant:** Greet visitors, sort mail, photocopy, prepare/distribute classroom supply orders, answer phones, etc.
- **Special Education Volunteer:** Engage students in friendly conversations, help students with writing/fine motor skills, read to students, assist with special projects, etc.
- **Health Office Assistant:** Provide clerical assistance, comfort sick children, organize/implement annual health screenings (vision, hearing), etc.
- **Library or Media Center Volunteer:** Repair and shelve books, complete clerical tasks, greet and assist students, etc.
- **Other Assignments:** Support specialty programs such as visual and performing arts and technology labs. Serve as a guest speaker.

How to Get Started:

- Review the Litchfield Elementary School District Volunteer Guidelines

- Submit a completed Volunteer Application Packet and proper identification to your school office (parent volunteers) or the District Office (community volunteers).

- Complete the online Volunteer Training.


Volunteer Expectations

- **Commitment:** Carefully consider the commitment you are making before agreeing to volunteer. The work volunteers do is important, and the staff and students quickly become dependent upon volunteer assistance. Avoid committing more volunteer time than you are able to fulfill.
- **Dependability:** Be prompt and consistent. Sign-in and sign-out in the school office for every shift. Wear your name badge/visitor sticker at all times.
- **Health:** Please stay home when you are sick.
- **Confidentiality:** Never discuss specific students, staff, or school issues outside of your volunteer role. Volunteers, like teachers and staff, are bound by a


code of ethics to keep confidential matters within the school.

- **Dress Code and Behavior Expectations:** Dress appropriately for your volunteer job. Casual clothing is appropriate, and is expected to be neat and conservative. Your speech and behavior should serve as good examples for students to follow.
- **Cell Phones:** Cell phones are discouraged during your volunteer time.
- **Guests:** Please do not bring children or unexpected guests with you to volunteer.

Volunteer Don'ts:

- Discipline students
 - Manage the classroom for any length of time
 - Access materials in students' files (health records, grades, etc.)
 - Diagnose student needs
 - Counsel students
 - Discuss student progress with parents
 - Give students advertisements or fundraising solicitations
 - Gossip or discuss school issues outside of your volunteer role
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Volunteer Do's:


- **Call students by name:** Make every effort to pronounce and spell each child's name correctly.
 - **Model the teacher's techniques:** Try to model the teacher's instructional methods when working with students.
 - **Follow the teacher's lead:** Demonstrate consistent support of classroom and school rules. Encourage children to follow the rules.
 - **Discipline:** Volunteers may not discipline students. Alert the teacher to discipline problems that you observe.
 - **Reinforce good behavior:** Praise effort and positive choices.
 - **Keep students on task:** Keep the lesson or activity moving. Encourage students to stay on topic.
 - **Supervise students carefully:** Under no circumstances should you leave a student or small group of students without supervision. Always be fully aware of what students are doing at all times.
 - **Student Dismissal:** Volunteers may never dismiss a student from school. Volunteers may not walk or drive students to their homes unless the child's parent has given permission to the school office in advance.
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Become a Champion of Our Work: As a volunteer, you provide a vital link between the school and the community. The community will view you as a representative of the school and will pay close attention to what you say about the staff and the educational programs. We hope you will serve as a champion of Litchfield Elementary School District and public education.

Insurance Coverage: Volunteers are covered by a blanket liability insurance policy while they are working on campus under the supervision of the professional staff, provided the volunteer has registered at the front office for the shift. The District does not carry health and accident insurance or Workers' Compensation for volunteers.

Tax Deductions: Some of your out-of-pocket expenses incurred while volunteering may be tax-deductible. Check with the Arizona Department of Revenue and the IRS for a complete list of state and federal tax-deductible volunteer expenses.

New Volunteer Checklist:

- Meet office staff and administration
 - Learn mandatory sign-in procedures
 - Learn school/site safety procedures
 - Identify location of staff restrooms
 - Identify where to leave your personal belongings
 - Establish preferred method of communication
 - Establish days and times you will work
 - Learn classroom rules and expectations
 - Address any questions or concerns you may have
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Emergency Contact's Name:

Emergency Contact's Phone:

Physician:

Phone:

Describe any medical issues/allergies or medications we should be aware of:

I give my permission to have emergency care administered:

Signature _____



I certify that all data and information submitted in this application is truthful and accurate and that no information has been omitted. I have read the Litchfield Elementary School District's Volunteer Guidelines and completed the Volunteer Training. I agree to abide by all District rules and policies. I agree to receive e-mail from the school and their representatives in regards to volunteer opportunities.

In accordance with A.R.S. § 15-512, Volunteer Application Packets for all noncustodial volunteers must include a copy of your photo identification for a background check. Fingerprints are required for overnight trips. In the event I am injured while volunteering, I understand that my own accident and/or health insurance will be necessary.

Signature: _____

Print Name: _____

Date: _____

Volunteers must submit a new Volunteer Application every calendar year.

Office Use Only:

Paperwork Received: _____


Training Received: _____

Background Check Completed: _____

Fingerprint Card Received: _____



Field Trip Guidelines:

- Only approved parent and community volunteers may accompany students on field trips.
 - Photo identification is required at all times.
 - Fingerprint clearance is required for overnight field trips.
 - Siblings are not allowed on field trips.
 - All volunteers must be at least 21 years old.
 - Tobacco, alcohol, and drugs are strictly prohibited.
 - Inappropriate language is not permitted in the presence of children.
 - Volunteers must sign in and check out at the school office.
 - Volunteers must stay with an assigned student group from the start to the finish of the field trip.
 - Field trips end when all of the students are back at school.
 - Students may not be checked out from field trips.
 - Cell phone usage is highly discouraged on field trips.
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- Posting field trip photos to social media is prohibited.
 - Students must always remain at the field trip site. Field trip chaperones may not take students anywhere else, including neighboring shops and restaurants.
 - Chaperones must take responsibility for all assigned students.
 - Do not trade or abandon students in your group. Speak privately with the teacher if you are uncomfortable with your group.
 - Get an emergency contact phone number from the teacher.
 - Unless pre-approved by the teacher, concession stands, gift shops, and rides are prohibited.
 - Students should use the restroom in pairs or teams. Please monitor the students from outside of the restroom. It is appropriate to have students wait for each other until everyone is ready.
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