



VOLUNTEERS **IN PUBLIC SCHOOLS**

CAMPUS OFFICER HANDBOOK 2023-2024

**HAND IN
HAND...**

Together
WE CAN



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VIPS BASICS

Name

The approved name shall be VIPS (Volunteers in Public Schools) of the Texarkana Independent School District. VIPS fall under the auspices of the Partners In Education Department. The Partners In Education Department shall provide training as needed.

Mission

The mission is to promote family involvement in the educational future of our children.

Goals

- To encourage participation through volunteering. Each school has set a goal to have all parents involved in at least one volunteer activity during the course of the school year.
- To make the school a center for the community.
- To help the school by raising funds to be used in the education of students.

District VIPS Membership

- All Campus VIPS groups are a member of the District VIPS.
- The President, Vice President, Secretary, Treasurer of each campus group shall serve as members of the District VIPS voting body.
- Meeting dates for District VIPS shall be set by the officers of District VIPS.



CAMPUS VIPS POLICIES

1. **Membership**

- The parents or legal guardians of a child enrolled in Texarkana Independent School District shall constitute the membership of this organization. Each campus may request a School Support Fee.
- Any family unable to pay the support fee will not be denied membership because of hardship.
- A Volunteer Application **MUST** be approved and on file before participating in any school related volunteer event.

2. **General Meetings**

- There shall be at least four scheduled meetings at each campus per school year.
- All meetings shall be conducted at the school building.
- Five members in good standing shall constitute a quorum for the transaction of business in any meeting of this organization.
- At the February or March meeting, or at such time designated by the Executive Committee, a meeting should be held to elect officers.
- Appropriate notice shall be sent to the membership at least two weeks prior to the meeting for election of officers.

3. **Committee Meetings**

- Committees shall meet, as often as deemed necessary.

4. **Executive Committee** shall consist of, but not limited to President, Vice President, Secretary and Treasurer.

5. **Executive Meetings**

- It is recommended that the Executive Board meet monthly. The President will schedule the date and time of the meeting.

6. **Term of Office**

- No person shall serve more than two (2) consecutive terms in the same position.
- Any exception must be approved by the Executive Director of Student & Family Support Services.

7. **Nominating Committee** will be appointed by the President and shall consist of the Executive officers and several members that attend meetings regularly.

8. **Selection of Officers**

- All officers identified shall be elected by a majority of members voting, in person, at a regularly scheduled meeting held in February or March or at a time designated by the Executive Board.
- All Campus VIPS activities must receive the approval of the Campus Principal prior to execution.

9. **Parliamentary Procedure**

- Proper parliamentary procedure shall be followed by this group.
- This group shall be governed by the rules of *Robert's Rules of Order Newly Revised* so long as the rules do not conflict with the district policies.
- A copy of *Robert's Rules of Order Newly Revised* may be obtained from the Executive Director of Student & Family Support Services.



CAMPUS VIPS JOB DESCRIPTIONS

President | Serving as President of a Campus VIPS organization includes the responsibility to lead that VIPS group toward specific goals chosen by its members. The goals must be consistent with the policies and purposes of Texarkana Independent School District.

To ensure a successful term of office, certain responsibilities begin as soon as new officers are elected.

- Meet with Principal to discuss goals for the upcoming year.
- Meet with Executive Officers to plan a calendar which includes Executive Board meetings, Campus meetings, Special Events and President/Principal meetings for the year.
- Recruit other Chairmen as needed.
- Names and addresses of Executive Board Members should be sent to the Executive Director of Student & Community Support Services.
- Ensure that planned activities are being carried out.
- Preside over all Campus Executive meetings.
- Ensure that all current materials and records are maintained in a safe place.
- Serve as a member of the District voting body.
- Attend all General Executive Board meetings.
- Make certain membership enrollment activities are approved by Campus Principal and do not interfere with school activities.
- Schedule a budget meeting with Principal and Officers (Treasurer, Fundraising Chairman) whose input to the budget is important.

Vice President of Fundraising | The Vice President of Fundraising's duties shall be:

- Assist the President when needed.
- Attend all General and Executive Board meetings.
- Serves as a member of the District voting body.
- Serves as an ex-officio member of all fundraising committees;
- Reports on fundraising events to the VIPS General Board
- Works with the Treasurer to ensure accuracy and accountability of all financial statements and reports
- Creates an annual budget with the Board and Principal.

VIPS funds are raised and used for the purposes approved by the **CAMPUS PRINCIPAL**. No contract may be signed nor expense incurred without advance approval of the **CAMPUS PRINCIPAL**. This approval must be recorded in the minutes. **Contracts should be signed by the CAMPUS PRINCIPAL and the VIPS President and forwarded to the Executive Director of Student & Family Support Services.**

What to Do:

- Study and become familiar with the district policy on fundraising Gifts and Solicitations FJ (Local). (Contact the VIPS office for a copy.)
- Focus on affordable fundraisers, involve many members and it can be fun.
- Respect religious and ethnic groups in the community.
- Do not exploit children or promote door to door sales.
- Do not burden school staff.
- Create goodwill within the community.

Vice President of Volunteers | The Vice President of Volunteers' duties shall be:

- Assist the President when needed.
- Attend all General and Executive Board meetings.
- Serves as a member of the District voting body.
- Coordinates volunteer program, procedures and accountability, including the volunteer contacts database
- Serves as Room Parent liaison.
- Works with event coordinators and school personnel to assess their volunteer needs.
- Works with the VP of Communications to post volunteer needs to the parent community (via electronic sign up).

Vice President of Programs | The Vice President of Programs' duties shall be:

- Assist the President when needed.
- Attend all General and Executive Board meetings.
- Serves as a member of the District voting body.
- Supports all VIPS activities and events to include identifying coordinators and providing guidance as needed
- Serves as Hospitality coordinator liaison
- Markets the programs to ensure maximum participation
- Develops forms and processes to ensure success of VIPS activities and programs
- Reports progress/status to the VIPS Board.

Vice President of Communications | The Vice President of Communications' duties shall be:

- Assist the President when needed.
- Attend all General and Executive Board meetings.
- Serves as a member of the District voting body.
- Coordinates the weekly school newsletter.
- Supervises various vehicles of communication (e.g. Facebook and email lists);
- Works with event coordinators and VIPS board members to ensure school related information is available for families to easily access.

Secretary | The secretarial responsibilities may be assigned to one person or divided between a Recording Secretary and Corresponding Secretary. This is a campus decision.

- Keep an accurate, concise, permanent record of the proceedings of all meetings of the campus group.
- Maintain a current copy of Bylaws.
- Maintain current membership list.
- Read or distribute copies of minutes of the previous Executive meeting at Executive meetings.
- Send copies of minutes to Executive Director of Student & Family Support Services.
- Make all corrections to official minutes.

Treasurer | The Treasurer must be a campus employee who will act as the Financial Secretary.

- Develop a budget to be presented to the Executive Board for approval.
- Maintain current financial records.
- Keep receipts for all monies received for the organization.
- Make authorized deposits to campus.
- Keep records of all disbursements and receipts.

Other officers that may be included on the executive board are:

Room Representative/Grade Level Coordinator | The Room Representative/Grade Level Coordinator duties shall be:

- Assess the needs for volunteers at your school.
- Recruits from volunteer applications provided by Campus Contact.
- Trains the volunteer to ensure that school district requirements are met. This training is a partnership between VIPS and the Campus Contact.
- Provides opportunities for orientation and training.
- Schedules a center for volunteer sign-in and recording of hours served.
- Keeps an updated listing of active and substitute volunteers. This schedule is to be turned in to the Campus Contact weekly.
- Publicizes volunteer opportunities.
- Assist in planning District-wide VIPS activity as requested.
- Serve as liaisons for designated VIPS sponsored events, provide support for the President and Vice Presidents.
- Perform such other duties as assigned by the organization. As Officer positions open, directors are encouraged to run for election in any VP position or for the Presidency so as to provide the organization with continuity and officers experienced in VIPS Executive Committee operations (the Board). Directors are asked to sign up for one or more of the VIPS coordinator positions or serve on one or more event committees as needed.



Purpose

The purpose of the TISD VIPS District Board is to encourage the involvement of community volunteers in the education of all Texarkana ISD students.

Executive Director of Student & Family Support Services

- The Executive Director of Student & Family Support Services is the director of the District General Committee.
- The Executive Director of Student & Family Support Services implements policy, organizes, administers and supervises all phases of the VIPS program.
- The Executive Director of Student & Family Support Services plans and directs training for TISD volunteers, campus contacts and campus presidents.

The Executive Director of Student & Family Support Services serves as liaison for school personnel.

VIPS District Board

- Shall consist of the Executive Director of Student & Family Support Services and the following elected positions:

The President shall:

- Coordinate and implement the VIPS calendar and agenda with the Executive Director of Student & Community Support Services
- Preside at all District Executive Board and General Executive Board meetings.

The Vice President shall:

- Conduct meetings in the absence of the President.
- Attend all District Executive and General Executive Board meetings.

The Secretary shall:

- Attend, record and maintain all minutes and attendance of District Executive Board and General Executive Board meetings.
- All minutes and attendance sheets will be turned into the Student & Family Support Services Office.

The Communications Officer shall:

- Direct the communication of VIPS activities to appropriate news resources.
- Maintain a historical record of district volunteer activities.
- Attend all District Executive Board and General Executive Board meetings.

Members At Large:

- Twelve (12) elected members representing each TISD campus (President, Vice Presidents, Secretary, or Treasurer may serve as representative for their respective campus)
- Attend all District Executive Board meetings and District General Board meetings.

District Executive Board Meetings:

- Consists of District Executive Board officers and Twelve (12) elected members representing each TISD campus.
- Will be held a minimum of four (4) times per year.

Nomination Procedures:

- The Executive Director of Student & Family Support Services and VIPS District President shall form a Nominating Committee consisting of the Executive Director of Student & Family Support Services, one additional member of the VIPS District Executive Board, and two members of the VIPS General Executive Board at the February/March meeting.
- Persons who may be considered for President or Vice President positions are not eligible to serve on this committee.

The Nominating Committee shall:

- Consider active TISD volunteers for nomination.
- Survey current VIPS General Executive Board and staff personnel to find candidates for nomination to serve on the VIPS District Executive Board.
- Notify members of the VIPS General Executive Board of prepared slate of officers by school mail at least two weeks prior to the March/April District General Committee meeting.
- Present the slate of officers two weeks prior to the March/April District General Executive Board meeting for election.

Election and Term:

- The District Board members shall be elected for a two-year term by majority vote of the VIPS General Executive Board membership at the March/April meeting.
- No person shall serve more than two consecutive terms in the same position on the VIPS District Board.
- Newly elected members shall assume their official responsibilities on June 1st.

Vacancies:

- The VIPS District President and Executive Director of Student & Family Support Services will fill vacancies on the District Executive Board.
- Members unable to attend meetings regularly will have a person appointed to complete their original term of office.
- Persons so appointed shall serve until the end of the original term of office.

Voting members are:

- The VIPS District Executive Board (President, Vice President, and Secretary)
- Twelve (12) Campus Executive VIPS Board appointed representatives
- The Executive Director of Student & Family Support Services and the Chief Communications Officer are not members of the voting body.

Parliamentary Procedure:

- Proper parliamentary procedure shall be followed by this group.
- This group shall be governed by the rules set in the current version of *Robert's Rules of Order Newly Revised* so long as the rules do not conflict with the district policies.



(Date of Meeting)

(Meeting Location/Time)

I. Call to Order

The President stands, raps the gavel once and calls the meeting to order.

“The meeting will please come to order.”

II. Opening Ceremonies

Pledge of Allegiance. *(If held in public facility.)*

“_____ will lead us in the Pledge of Allegiance. Will you please rise.”

“Thank you _____.”

“_____ will present an inspirational song.”

III. Reading and Approval of Minutes

The Secretary stands, addresses the President, and reads the minutes.

(Or with the approval of the group, the minutes may be assigned to a committee of three or more for approval or corrections especially for the last general meeting.)

“The Secretary will read the minutes of the ____ *(date)* meeting.”

“Are there any corrections?” *(Note corrections.)*

“The minutes stand approved as read/printed,” or “The minutes stand approved as corrected.”

IV. Financial Reports

No motion is needed for adoption of the report.

“_____ will present the Treasurer’s Report.”

“You have heard the report. Are there any questions?”

“The report will be filed for audit.”

V. Audit Report *(semi-annual)*

A motion is needed for adoption of this report.

“It has been moved and seconded that the audit report be accepted.”

(Follow the steps of a motion.)

VI. Presentation of Bills

Since the approval of the budget does not authorize the expenditures of funds, bills must be presented and their payment voted upon. Bills should be itemized as to amount, whom to pay and what payment covers.

Note: If membership approves the budget and/or project, then President/Project Chair will have the authority to approve and pay invoice.

“It has been moved and seconded that we pay the bills. Is there discussion?”

“It has been moved and seconded that we ratify payment of bills since the last meeting.”

(Follow steps for a motion, Parliamentary Procedures 2.1.2, 24)

VII. Reading of Communication

Communications are read by the Secretary and may be acted upon as read if action is required.

“The Secretary will read the communications.”

VIII. Report of the Executive Board

At general campus meeting a summary report (not the minutes) is read for the information of the members. Recommendations should be voted on one at a time, the Secretary moving for the adoption of each one.

"The Secretary will present the report of the executive board."

"You have heard the recommendations such as a motion

to approve proposed programs.

to approve the budget or to approve fundraising activities.

(Follow steps for a motion, Parliamentary Procedures 2.1.2, 24)

A second is not required when a motion comes from a committee/board.

IX. Reports of Committees

(Officers and Chairmen, including the Principal, Faculty Representatives, and Student Representatives on the secondary level)

President calls for the report of the committee. The person making the report moves for the adoption of any recommendations.

"_____ will present the report of the _____ committee."

"Are there any questions regarding the report?"

"If not, the report will be filed," or "You have heard the recommendation, such as a motion, to please fund the budgeted amount for programs through the next meeting."

X. Unfinished Business

The President presents each item of unfinished business as indicated in the minutes.

She/he should ask, "Is there any unfinished business?"

"The first item of unfinished business is _____."

XI. New Business

A motion is necessary before discussion and vote on any new business.

"The first item of new business is _____."

Members should give 24 hours written notice to the President when bringing new business before the general membership.

XII. Program (optional)

The President introduces the chairman to present the program.

"_____ will present our program."

"Madame/Mister President, this concludes the program."

XIII. Announcements

Date of next meeting and important activities should be announced. If there is a social time following the meeting, this should be announced.

"Are there any announcements?"

Examples:

"The next meeting will be _____."

"Please join us for refreshments."

"The winner of the room count for tonight is _____."

XIV. Adjournment

No motion is necessary to adjourn. President raps the gavel once.

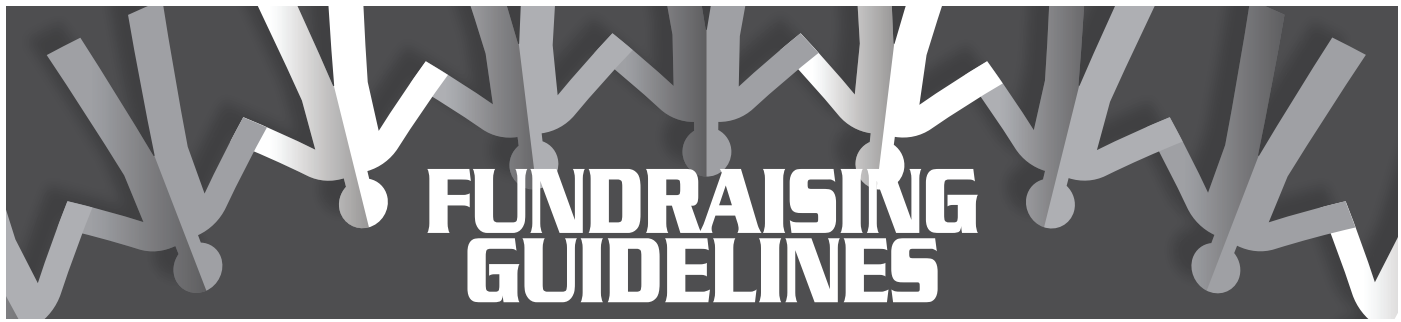
"Is there any further business to come before this meeting?"

"If not, the meeting is adjourned."



Minutes should contain:

- Name of campus and the kind of meeting (General, Executive, Committee);
- Date, time and place of meeting;
- Name and title of presiding officer;
- Disposition of minutes of previous meeting, whether read and approved/corrected or their reading postponed, including when and how they are to be approved;
- Statement of account as given and list of bills approved for payment;
- Summarized reports of other office chairmen.



To ensure effective and unified fundraising efforts and to protect Texarkana Independent School District (TISD) supporters from fraudulent schemes, all fundraising projects in TISD and its related auxiliary organizations are to be reviewed and approved through the Executive Director of Student & Family Support Services or designee.

TISD wishes to avoid duplicate fundraising efforts with community donors and avoid an excessive number of solicitations in the name of TISD. The Executive Director of Student & Family Support Services will serve as the Coordinating Officer for fundraising programs and activities. The Executive Director of Student & Family Support Services will serve as TISD liaison for all solicitations of funds or donations from private individuals, businesses, corporations and organizations.

A **“Request for Approval of Fundraising Activity”** form must be submitted to the Executive Director of Student & Family Support Services in order to receive consideration for any proposed project. Please allow 30 days prior to the anticipated start date of the project to facilitate review of the proposal. Any request for donations in support of TISD’s programs will be channeled through the Executive Director of Student & Family Support Services. A **“Request for Donation”** form must be submitted to the Executive Director of Student & Family Support Services in order to receive consideration for any requested donation, whether it be cash, donated products, etc. No school employee, student or student organization, or affiliated parent groups may solicit any type of donation for TISD without first obtaining approval from the Executive Director of Student & Family Support Services.

The Executive Director of Student & Family Support Services will acknowledge all contributions to TISD. A formal acknowledgement for donations received will be sent by the Executive Director of Student & Family Support Services on behalf of the District. If a contribution to TISD would involve a significant commitment of District resources for the operation, maintenance, and/or administration of the contribution, a written proposal shall be submitted for approval prior to the acceptance of the contribution. The proposal shall indicate the nature and extent of the involvement of the District.

It is not unusual for TISD to receive contributed services, materials, and/or equipment. TISD cannot place specific dollar values on in-kind contributions. It is often able to provide guidance to donors and recipients on how such values can be properly ascertained. This information may affect tax considerations for donors. In-kind gifts are a credit to all concerned and can encourage additional contributions. **Campuses should notify the Executive Director of Student & Family Support Services when gifts in-kind are contemplated or made.**

Evaluation Criteria for Fundraising Activity or Donation Request

The following criteria will be used in evaluating all proposals:

1. Does it follow Local Policy FJ and FJ Regulations guidelines?
2. Does the project compete with other fundraising efforts?
3. Will there be adequate advice and supervision by faculty or staff?
4. Merit of project to be funded? Why are the funds needed? Are they necessary?
5. Likely success of project?
6. Service Projects, which generate funds need only be reported to the Executive Director of Student & Family Support Services.

Recommendations for Fundraising Cycle

1. The VIPS (Parent Organization) may have two (2) fundraisers per year.
2. The Campus Principal may have two (2) fundraisers per year.
3. There may be two (2) District wide fundraisers per year.
4. Clubs may not schedule fundraisers that include the TISD logo without prior approval.



Fundraising Request Form

Name of Campus _____ Name of (Club) Organization _____

Name of Sponsor _____

Permission is requested to conduct the following fundraising activity: _____
() school-wide () school-sponsored group () charity drive

Description of project: _____

Specific purpose(s) for which the net proceeds is (are) to be used: _____

The following activity fund account(s)* will receive the net proceeds: _____

Proposed Date: Beginning _____ Ending _____

Time of Day (if applicable): _____

This is the 1st _____ 2nd _____ 3rd _____ fundraising activity this year.

I, _____, have requested permission to conduct a fundraising activity, and I will be responsible for the preparation of the operating report and will submit a final operating report at the conclusion of the project. I will be responsible for the accountability of all monies collected at the conclusion of the fundraising activity, and will turn in all records to the principal or finance clerk.

Date

Sponsor/Person Requesting Permission

Approved:

Date

Principal

Date

Executive Director of Student & Family Support Services

**Receipts and proper documentation are required for all fiscal transactions.*



Donation Request Form

GUIDELINES TO REMEMBER

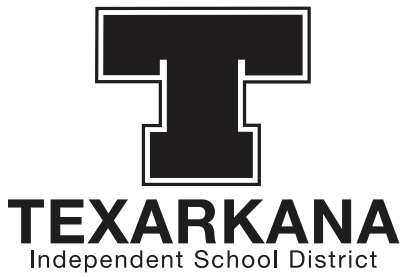
- In order to expedite the donation process, complete form in its entirety.
- Donation requests are filled on a first come, first serve basis
- It is more likely that we can help fill your request as long as your Donation Request Form is submitted 4-6 weeks in advance of your event and/or need by date.

Contact Person: _____ Phone Number: _____

Event Description/Purpose:

Requested Donation:

Return Form To:
Office of Student & Family Support Services
4241 Summerhill Road
Texarkana, Texas 75503
Fax: 903.792.2632



Operating Report

Total Collections* from fundraising:

Product	Number Sold	Price	Total Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____ (Line 1)

Less: Disbursements for merchandise, advertising, prizes, etc., relative to the fundraising:

Expense Summary	Fund-Payee	Reason	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Disbursements: (Line 2): _____

Net Proceeds from above activity (Line 1 minus Line 2): _____

Proposed disposition of Net Proceeds: _____

Balance remaining in activity: _____

Date Submitted

Preparer

Date

Principal

The banner features a dark grey background with a pattern of stylized, overlapping human figures in white and light grey, some pointing upwards and others downwards. The text "VIPs HOURS" is in a large, bold, white sans-serif font with a black outline. Below it, "Questions & Guidelines" is in a slightly smaller, bold, white sans-serif font with a black outline.

VIPs HOURS

Questions & Guidelines

Why should I sign in and record my hours?

- To maintain the safety of our students and your personal safety
- To measure community involvement
- To substantiate hours when applying for campus recognitions and grants
- To track the growth of volunteerism in TISD
- To help the district VIPS program qualify for state and national awards and grants
- To verify individual volunteer hours. Some companies ask for volunteer experience with job applications.

Who should register and record volunteer hours?

- Parent volunteers
- Community volunteers
- Business volunteers
- Teacher volunteers (*See note below*)
- Mentors and tutors
- Guest speakers
- Campus Quality Improvement Committee
- Junior Achievement volunteers
- Everyone who gives their time without pay

When do I sign in and record hours?

- Every time you enter a school to volunteer
- Every time you do volunteer work at home
- Every time you attend a TISD volunteer-related meeting or event

Where do I sign in and record my hours?

- Check your campus for the location of the VIPS sign-in book
- It is usually at the front desk or welcome table

What is included in reportable hours?

- Any hours that benefit the students, campus or District, directly or indirectly, should be recorded
- Reportable hours might include time spent:
 - ~ at the campus during school hours
 - ~ working on volunteer projects at home
 - ~ with booster clubs
 - ~ volunteering at athletic events
 - ~ chaperoning and student activities
 - ~ at volunteer-related conferences and meetings
 - ~ baby-sitting for children whose Mom or Dad is volunteering
 - ~ coordinating campus volunteer hours

Notes:

Teachers who volunteer (without pay) their time for TISD outside the scope of regular duties or not for the benefit of their own classroom may record their volunteer hours with a special notation “teacher” (carnival, special after-school activities, etc.).



Texarkana Independent School District wishes to thank the District Executive Parent Volunteer Board for their continued dedicate to our students and staff.

Sincerely,

*The Office of
Student & Family
Support Services*

