

# **LUNTEERS** **IN PUBLIC SCHOOLS**



**2023-2024**  
**VOLUNTEER**  
**GUIDE**

  
**TEXARKANA**  
Independent School District





# **TABLE OF CONTENTS**

**Organizational Chart**

**Purpose**

**Composition**

**Meeting Schedule**

**Officer Duties**

**Term of Office**

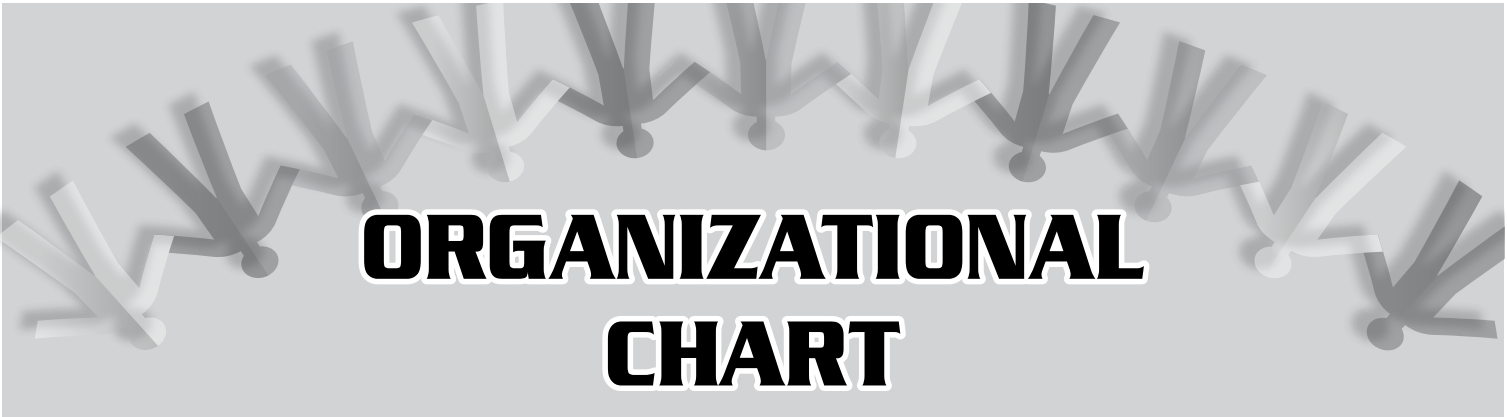
**Awards**

**VIPS Guidelines for Awards**

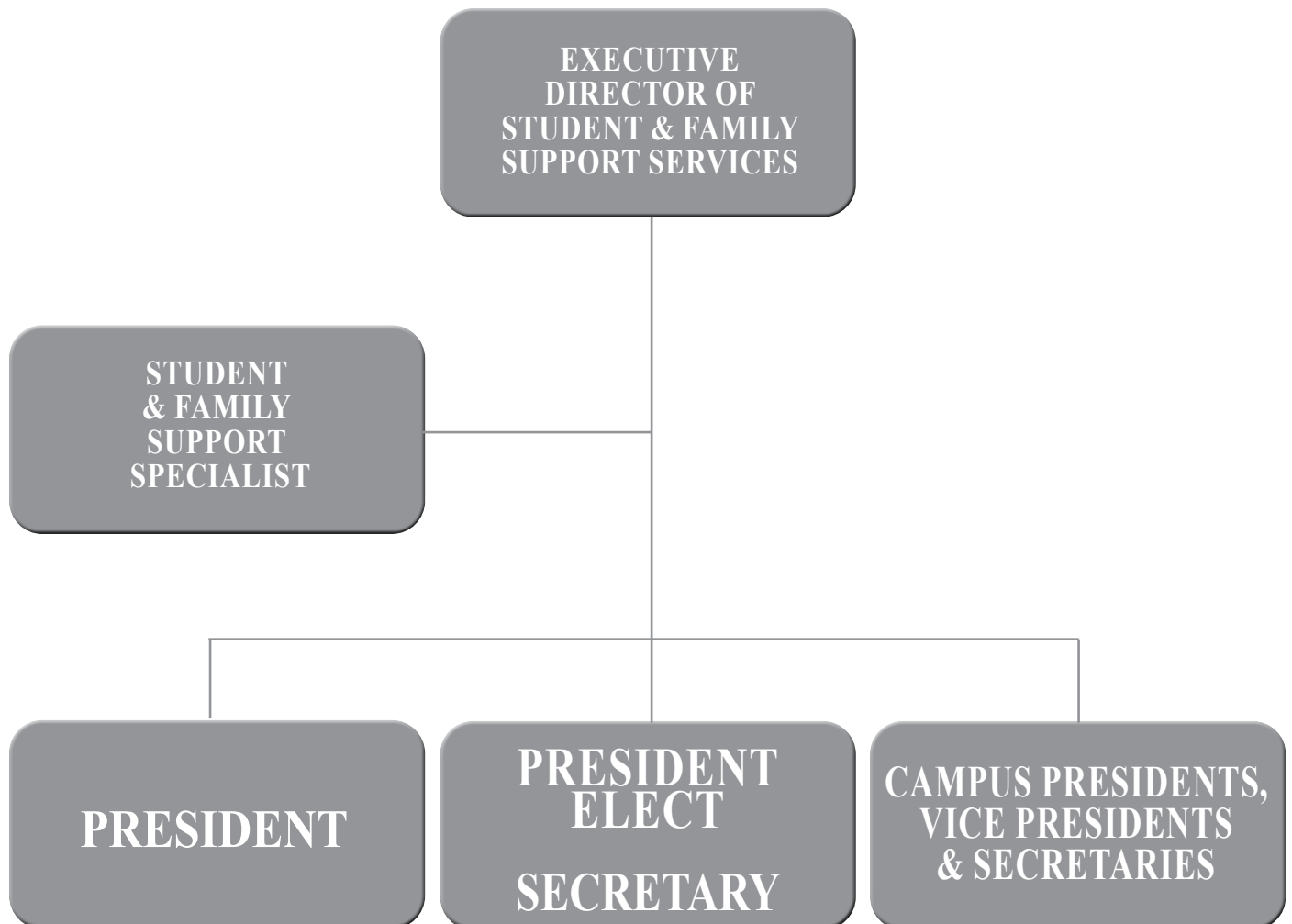








# **ORGANIZATIONAL CHART**





**PURPOSE:** To provide parents with information about district wide services, develop district wide parent involvement policies, provide parent seminars and provide parents with an opportunity of meeting district level employees.

**COMPOSITION:** The Council shall be composed of Executive Director of Student & Family Support Services, parents which are officers, campus based professionals, and businesses.

**MEETINGS:** The VIPS District Council shall meet September, October November, January, March and April. At the May meeting all officers will be installed district wide.

## **DUTIES**

### **Executive Director of Student & Family Support Services:**

- Directs the District VIPS Council
- implements policy, organizes, administers and supervises all phases of the VIPS program.
- plans and directs training for TISD volunteers, campus contacts and campus presidents.

### **The President shall:**

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





### **The President Elect 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.

### **Members at Large:**

- Four (4) elected members representing each Texarkana Independent School District Campuses.
- Attend all District Executive Board and General Executive Board meetings.

### **Term of Office:**

The District VIPS Council shall be elected for a one-year term. No officer shall serve more than two consecutive terms in the same position.

### **Suggested Special Events:**

- Pinning Ceremony
- Installation of Officers
- Officer Training





## **Awards for VIPS:**

The District VIPS is the Awards Committee for the awards that will be awarded at the PIE Celebration.

**Apple Service Award:** This award is given to campus with the most volunteers and hours. (*Note: campuses are divided into three teams for this competition*)

**Outstanding Teacher Award:** The Outstanding Teacher Award may be given to a teacher in special recognition for outstanding service in positively impacting the lives and welfare of children and youth in the VIPS school, or community. (NOTE: campuses are divided into three teams for this competition.)

**100% Faculty Support Award:** This includes principals, deans, teachers, librarians'/ media specialist, counselors and all of the school based faculty and administrators of the school. Facility support fee donation must be reported by March 1 to qualify for this award.

**Orange Apple Award:** A Orange Apple Certificate will be given to the campus VIPS that has a majority of its faculty donating the support fee, but some reason, cannot achieve 100%.





## Guidelines for VIPS 2022

In 2011, the Texarkana Independent School District, Volunteers in Public Schools District Board decided to implement the VIPS Points Structure during the fall of 2012. They wanted to provide more opportunities for parents and guardians to become more involved in campus activities. This structure they determined would: increase parent participation; and develop better school/family relationships. Team One is always the winners from the previous year. Team Two and Three are the remaining campuses that are linked by the number of students per campus.

### Teams for 2022

Team 1: Texas High School, Waggoner Creek, Wake Village

Team 2: Highland Park, Westlawn, Theron Jones, Spring

Team 3: Texas Middle School, Wake Village, Nash

ACTIVITY	POINTS
Each Campus must have Officers (President, Vice President, Secretary, Treasurer (Officers Names information must be in the Student & Family Support Services Office)	25 points
Each Campus must have a minimum of 4 meetings a year (agenda and sign in sheet must be on file in the Student & Family Support Services Office)	25 points per meeting
In order to qualify for the 100% Facility Support Award / or the Orange Apple Certificate a list of campus employee donors must be provided to the Student & Family Support Services Office by March 1 of each year.	25 points when information is provided
Volunteer on campus as a room parent, during the fall festival, etc.	25 points for each four people
Volunteer for fundraising activity	25 points for each four people
Chaperone a field trip	25 point per person
Concession stand at sporting events	25 points per every 4 people
Sewing Costumes or building set for theatrical & music production	25 points per person

