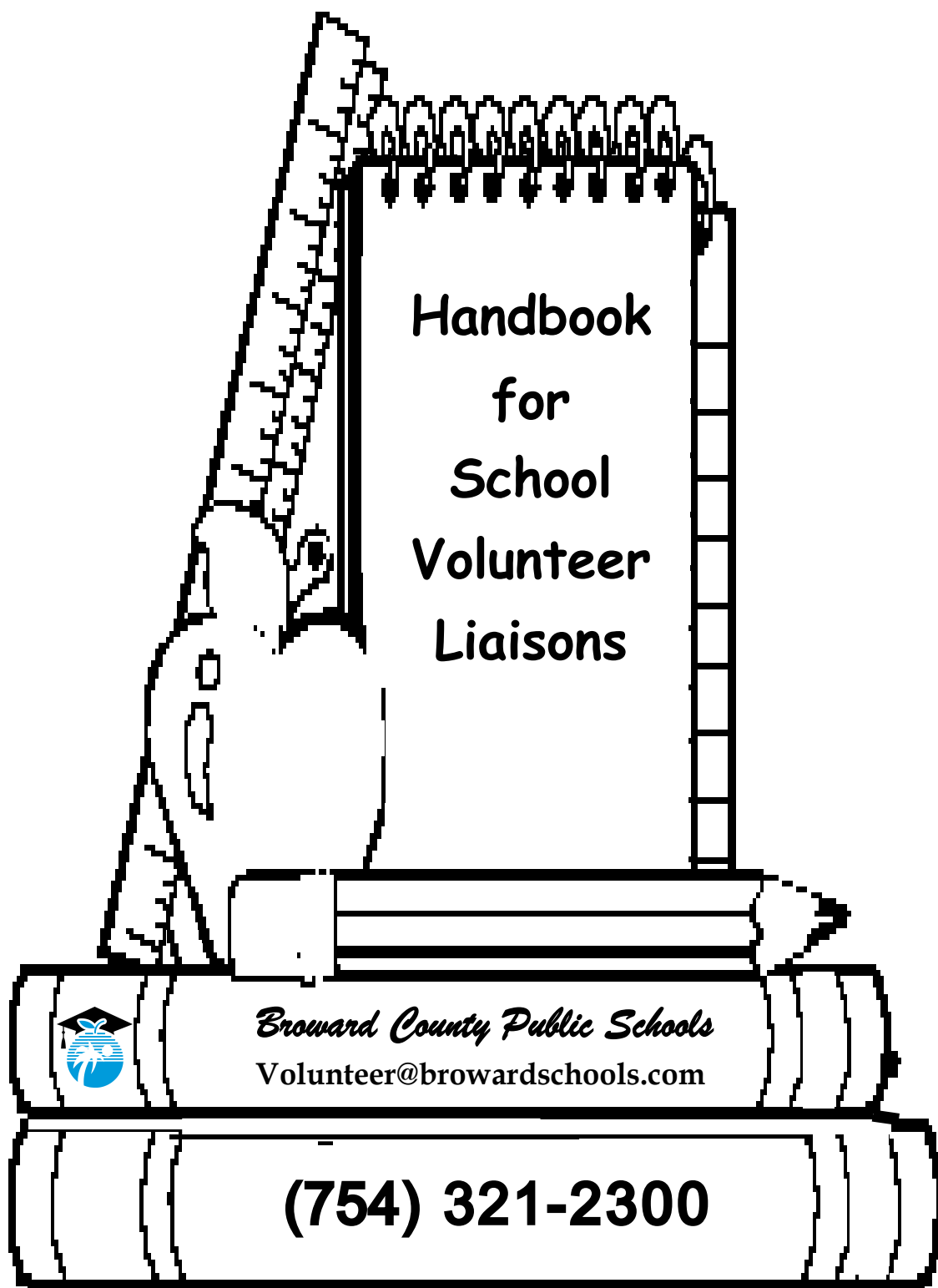




**Handbook
for
School
Volunteer
Liaisons**



Broward County Public Schools
Volunteer@browardschools.com

(754) 321-2300

Preface

As educators, we know that the strength of tomorrow's Broward County community depends largely on the quality of education students receive today.

Broward County Public Schools recognizes that the school system and the community must work together to provide quality education. We know that community involvement is key to providing high-quality services amid constant growth and change. Educators are eager to work with volunteers who have time, energy and resources to share.

Each school's volunteer program reflects individual school needs and strengths. Key to the success of the school based volunteer program is the leadership of the School Volunteer Liaison and the school's administration. These leaders manage their school's many outstanding volunteer activities and programs.

This handbook provides you with:

- **District standards and procedures** regarding volunteers
- **Strategies for recruiting, recognizing, and retaining** volunteers
- **Guidelines** for individual volunteer and school awards
- A suggested **volunteer orientation** outline
- **Ideas and suggestions** from school coordinators

Broward County Public School's Volunteer Services welcomes your comments and suggestions. The staff is available to assist and support school based volunteer programs throughout the year.

Volunteer Services
Kathleen C. Wright Administration Building
600 Southeast Third Avenue, Floor 2
Telephone: (754) 321-2300
Facsimile: (754) 321-2711
volunteer@browardschools.com
www.browardschools.com/volunteer

Dr. Carolyn A. R. Stewart, MBA
District Community Relations Coordinator

Nyasha N. Hinds, MBA
District Community Relations Specialist

Table of Contents

Preface	i
Program Planning	
Framework of the School Volunteer Program	1
Leadership for Volunteer Program	2
Tips for Coordinators	3-5
Volunteer Collaborations with RSVP and Mental Health Association	6
A Year at a Glance	7-8
Faculty Orientation	
Teachers Need Many Hands	9
We Would Like to Make a Point	9
The First Meeting	10
Teacher Training – Role Play Situations	11
Services Which Volunteers Can Provide	12
Teachers, Please	13
Teachers – If You	14
Ways to Show Appreciation	15
Recruitment	
Recruitment	16-18
Handouts for Volunteer Recruitment	
Why People Volunteer	19
Sample Parent or Recruitment Letter	20
If You Can	21
Volunteer Opportunities in Broward County Public Schools	22
Volunteer Opportunities	23
If Only Someone	24
Working Parents Can Help Too!	25
Thank You for Helping at Home	26
Suggested Volunteer Orientation	
Volunteer Orientation Outline	27-30
Volunteer Training – Role Play Situations	31
Mixed Up Merle	32
Volunteer Van the Tutor Man	33
Volunteer Bingo	34
Volunteer Bingo Form	35
Volunteer Bingo Blank Form	36
Handouts for Volunteer Orientation	
Guidelines for Volunteers	37
What School Volunteers Do	38
Volunteer Roles at the Elementary Level	39
Volunteer Roles at the Secondary Level	40
What To Do If	41

Volunteer Assignment and Retention

Designing the Volunteer Job	42
Matching Volunteers to Positions	42
Hints on Placing Volunteers.....	43
Retention of Your Volunteers	44

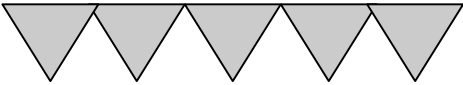
Volunteer Recognition and Awards

Recognition & School Awards.....	45
Recognition by the School	46
Recognition Ideas for Principals	47
Ideas for Schoolwide Recognition.....	48-49
Ideas to Recognize Your Business Partners.....	50
Ideas for Teachers to Honor Individual Volunteers	51
More Thank You Ideas for School Volunteers	52

Volunteer Recognition Awards

Five Star School Award.....	53
Golden and Silver School Awards	54-55
PTA/DOE Parent Involvement Award.....	56
Outstanding Volunteer Awards.....	56
Hours of Service Awards (200-Hour, Five and Ten Year Pins)	57-58

VOLUNTEER



PROGRAM PLANNING



SERVICES

Framework of the School Volunteer Program

At the School

School-based School Volunteer Liaisons are a vital link to successful volunteer programs. In cooperation with the principal, they jointly coordinate and direct their school's program and its many outstanding volunteer activities. Each school models its volunteer program to meet the needs of the students and teachers at the school.

The responsibilities of the school include:

- Presenting staff training on effective utilization of volunteers. This training is a requirement for the Golden & Silver School Awards.
- Surveying needs of teachers for volunteer assistance,
- Recruiting and registering volunteers, especially parents,
- Arranging for orientation and training,
- Assigning volunteers to specific teachers,
- Serving as a resource person for volunteers,
- Providing a welcoming environment for the community,
- Keeping accurate records of volunteer services and hours,
- Coordinating school recognition for volunteers.

At the District

The Office of Communications and Legislative Affairs provides districtwide support and coordination to the school-based volunteer programs in Broward County Public Schools.

The Office is responsible for:

- Developing and disseminating volunteer program materials,
- Presenting training workshops,
- Recruiting volunteers from the community at large,
- Working with school-based coordinators to develop and maintain school programs,
- Networking with community agencies to coordinate community involvement programs,
- Sponsoring district-wide recognition events.

The Office is also responsible for coordinating and implementing special school volunteer programs including: Meet the Masters, Foster Grandparents, and I'm Thumbody.

Leadership for Volunteer Program

One of the critical elements in effectively involving the community in a school is to identify the person(s) responsible for this goal. In Broward County, most schools have found the best management team for a school volunteer program is to identify a School Volunteer Liaison.

School Volunteer Liaison

It is crucial to have a school staff person involved in the coordination of volunteers. This School Volunteer Liaison should be easily accessible by phone, familiar with the curriculum and specific school needs, committed to community involvement in schools, and enthusiastic. Under the direction of and in cooperation with the principal, the School Volunteer Liaison manages the day to day operations of the volunteer program and performs the following tasks:

1. Determines goals for the volunteer program.
2. Surveys the school's needs for volunteers.
3. Plans and conducts staff orientation.
4. Sets up record keeping procedures.
5. Recruits within the community, especially parents.
6. Screens and interviews volunteers.
7. Plans and conducts orientation for volunteers.
8. Prepares and distributes a school volunteer handbook to every new volunteer.
9. Assigns volunteers in coordination with principal and staff.
10. Informs volunteers of training opportunities.
11. Supports and helps with organizational and administrative tasks.
12. Listens to volunteers' concerns and successes. Answers their questions or makes appropriate referrals to staff.
13. Works out reassignments of volunteers to provide compatible work situations and growth opportunities.
14. Works with staff to provide on-going and formal recognition of volunteers.

Tips for School Volunteer Liaisons

Plan your Volunteer Program

Many volunteer managers like to think they can operate an effective volunteer program without a well-constructed annual operational plan. Others like to think they are operating from a yearly plan when, in fact, much of their time is spent reacting to demands placed on them and haphazardly moving from week to week and month to month.

A well thought out operational plan should include the broad goals for the volunteer program, as well as the objectives and individual strategies to meet each objective. Include a master calendar of all the activities scheduled and required to happen throughout the upcoming year.

Your volunteer program plan should:

1. Chart what needs to happen in the coming year, and how school volunteers can assist.
2. Provide a road map to keep the volunteer program on track. Know what needs to take place and when: volunteer recruitment, training, placement and recognition events, special school events, etc.
3. Enhance the time management skills of all involved in the plan. Recognizing what needs to happen and when will reduce procrastination and time spent performing unproductive tasks.
4. Provide a quantifiable way of determining which programs are working and which are not as you plan for subsequent years. Monitor your volunteer program, track the number of volunteers and hours of service. Be aware of which volunteer recruitment drives worked. Analyze your community to identify potential avenues of volunteers.

Don't worry about "keeping up with the Jones' school!" Be realistic about your needs to use volunteers and how many volunteers you wish to recruit. Be sure that you can follow through on using those you do recruit! Being a Golden School is the goal every school desires, but having an organized program comes first. Set your timeline early in the year for orientation, training sessions, and recognition.

Don't do it alone! Form a committee.

The responsibility for organizing the volunteer program can be overwhelming! It is important for you to work closely with your administration and staff. Ask for help in setting goals. Involve teachers and volunteers in planning and implementing the program. Staff representatives and key parent organization members can help. Also involve business partner representatives.

Remember that engaging others in the program will also provide a sense of ownership and empowerment. These feelings will motivate others to take an active role in achieving the volunteer program's goals and objective.

Learn to delegate.

Don't be afraid to share the load. Delegate meaningful, responsible tasks that others can do and feel useful. Select your support team carefully so you feel confident assigning tasks. Remember to delegate, not dump.

Communicate regularly. Handle any problems or possible problems right away.

Communication is the key to success. Talk to your staff members and your volunteers on a regular basis to find out what's really happening. If something isn't going the way it should, address the problem immediately. If it's beyond your power to deal with it, get help.

Know your volunteers.

There are three types of people who volunteer:

Achievement-oriented: These are people who simply like to get tasks done. They want to feel they have helped make something better. They don't seek glory or recognition, but they must have meaningful responsibilities or they'll drop out.

Affiliation-oriented: These people have a need to be one of the team. They enjoy the social aspects of being around people. They are dependable, but should work where there is activity, variety, and visibility. The affiliation-oriented volunteer enjoys recognition.

Power-oriented: These are good volunteers who like to accomplish tasks, but tend to want to speak out and do tasks their way. They should work in settings where they have some responsibility. They enjoy leadership roles and need recognition for their accomplishments.

Understanding the motivations of people assures proper placement and retention of volunteers. It is also beneficial to know the time commitment of each volunteer and design jobs that will fit their schedule, whether they are limited as to the number of hours each week or to special, one-time tasks.

TRAITS OF AN EFFECTIVE SCHOOL VOLUNTEER LIAISON

- **Available time**
- **Strong organizational skills**
- **Good public relations skills**
- **Enthusiasm**
- **Reliability**
- **A willingness to collaborate with others**

Use Technology in Your Volunteer Program

Use the school's automated message system to announce volunteer program events or to request volunteers for a specific upcoming activity.

Collect volunteer's e-mail addresses to send quick announcements, thank you messages, and requests for volunteers.

Use your school newsletter to keep parents updated on ways they can help. Be sure to specify jobs that can be done by the working parent, at-home or on the weekends.

Send your teachers and staff members e-mails announcing available volunteers. Those who don't need the volunteer can ignore the message, but those who are interested will give you an immediate response.

EXAMPLE OF E-MAIL SENT TO TEACHERS

The Volunteer Program has recruited several high school students who are eager to serve our school and fulfill their community service hours. Please let me know if you would like to have one of the following young people in your classroom:

Suzie: Available Tuesdays, Thursdays and Fridays 3:20 - 4:00 p.m.

Juan: Available Mondays and Fridays 2 to 3 hours. (Highly skilled on computers)

Francisco: Wednesdays 11:30 - 3:40 (Interest is in art projects)

Jonathon: Daily 3:00 - 4:00

Cathy: 3:10 to 4:00 daily and is willing to take work home.

Let me know ASAP if you would like some helpers in your classroom.

Contributed by Derrick Burgess, Silver Lakes Middle

Volunteer Collaborations

There are numerous organizations in Broward County who share our concern for students and who are committed to improving education through volunteerism. School Volunteer Liaisons may become involved in the administration of these volunteers who are recruited, trained and placed by these organizations. Following is a brief outline of current programs:

The Foster Grandparent Program (FGP)

FGP is a program sponsored by the South Florida Institute on Aging, a recruitment and placement agency for senior and retired citizens who wish to volunteer their skills and experiences to serve the community. The FGP staff assesses interested senior citizens before referrals are made to the school system.

FGP also trains volunteers to tutor students who are below level in reading. These volunteers should be assigned to students in K-3 who need extra academic support.

Expectations of School Volunteer Liaisons for FGP Volunteers

1. Meet promptly with volunteers referred by FGP and provide ongoing support to them.
2. Determine if the volunteer referred is a match for a need at your school and call the FGP program (954-484-7117) to inform them of your decision.

Validate and sign time sheets in a prompt manner. A specific FGP Time Sheet with due dates will be provided by the FGP Program Coordinator. The quarterly due dates are important so that FGP can comply with grant requirements and to assure that FGP volunteers will remain eligible to receive benefits. **As the School Volunteer Liaison, you must sign each quarterly time sheet, photocopy and mail the original to The South Florida Institute on Aging, Attn: FGP, 1005 W. State Road 84, #435, Ft. Lauderdale, FL 33315.**

Mental Health Association

The Broward County Mental Health Association recruits, trains, and places adult volunteers in selected elementary school locations. These "Listeners" have received extensive training in working with at-risk students and have received security clearance to work one-on-one with students. The progress of the listener/student relationship is monitored on an ongoing basis by the staff of the Mental Health Association.

In addition, the Mental Health Association sponsors the "I'm Thumbody" and "Thumbody, Too" self-esteem programs. These programs are presented once per year in kindergarten and second grade classrooms. School volunteers may be trained as program presenters. Contact the Mental Health Association for more information.

VOLUNTEER PROGRAM

A YEAR AT A GLANCE

Certain events are connected with specific times during the school year. The Year at a Glance is offered with the hope that you will find it useful as you and your principal plan a program to meet your school's goals of achieving success and for enhancing student learning through the utilization of volunteers. Specific dates will be provided.

AUGUST/SEPTEMBER

- _____ Contact last year's volunteers.
- _____ Have a sign-up table on the first day of school and at Open House.
- _____ Be available at all group parent meetings.
- _____ Establish a system to track and maintain volunteer hours.
- _____ Sign up for coordinator's training, sponsored by VAST.
- _____ Assess the volunteer needs of both teachers and school staff members.
- _____ Complete a VAST school needs and data form.
- _____ Send a letter home with students describing volunteer opportunities.
- _____ Conduct faculty orientation, as required to qualify for the Golden School and Five Star School Awards.
- _____ Review training opportunities for volunteers, encourage good attendance, and coordinate the volunteers' registration for Meet the Masters and SuperStars Volunteer Training
- _____ Conduct your volunteer orientation and welcome event.

OCTOBER

- _____ Send a follow-up "volunteer wanted" notice listing specific volunteer needs to parents.
- _____ Conduct faculty orientation required to qualify for the Golden School and Five Star School Awards.
- _____ Be on the lookout for award nominations, including the Five Star School Award.
- _____ Maintain volunteer hours and records.
- _____ Establish a "Volunteers Wanted" location for your school's newsletter, bulletin boards and website.
- _____ Develop contacts with local newspapers in order to tell your community about your school and volunteer activities.

NOVEMBER

- _____ Visit area businesses, local clubs, and churches to recruit volunteers.
- _____ Maintain volunteer hours and records.
- _____ Thank your volunteers for their contribution to your school.
- _____ Enjoy the Thanksgiving holiday.

DECEMBER

- _____ Ask each volunteer for one idea to make your program better for students.
- _____ Maintain volunteer hours and records.
- _____ Wish each volunteer Happy Holidays.

JANUARY

- _____ Review requirements for volunteer award programs and develop plan to meet deadlines.
- _____ Plan volunteer week activities, order materials from VAST.
- _____ Re-assess volunteer needs.
- _____ Send out notices to recruit individuals for any new volunteer opportunities.
- _____ Check back with organizations or groups that you spoke with in the fall.
- _____ Maintain volunteer hours and records.

FEBRUARY

- _____ Celebrate Florida's School Volunteer Week.
- _____ Submit nominations for the Outstanding School Volunteer Awards and Family Involvement Award, Five and Ten-Year Lapel Pin Awards.
- _____ Arrange an event to thank volunteers and partners.
- _____ Prepare a display showing the highlights of volunteer activities
- _____ Register to attend Florida Association of Partners In Education (FAPE) Conference in April.
- _____ Maintain volunteer hours and records.

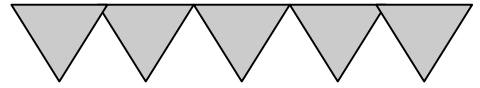
MARCH/APRIL

- _____ Golden and Silver School Award are due this month.
- _____ Celebrate National Volunteer Week in April.
- _____ Discuss with principal who should attend Annual Community Involvement Awards Brunch in April. RSVP early for the best seats!
- _____ Survey volunteers to get ideas to recruit other volunteers for next year's recruitment campaign.
- _____ Attend FAPE Conference in Orlando. Call Volunteer Services for more information.
- _____ Maintain volunteer hours and records.

MAY/JUNE

- _____ Submit Five Star School Award application and portfolio.
- _____ Complete the final totals on volunteer hours and prepare records for storage.
- _____ Evaluate your program and plan for next year.
- _____ Complete Community Involvement Survey.
- _____ Pat yourself on the back and enjoy your summer.

VOLUNTEER



FACULTY ORIENTATION



SERVICES

Teachers Need Many Hands

There are many non-teaching jobs in the classroom, which can be done effectively by someone other than the teacher. Teachers need many hands and some of these belong to volunteers. Volunteers allow you, the professional, the time to do the specialized job you were trained to do.

The additional help and encouragement that volunteers offer pupils can sometimes make the difference between school success and failure. Their gift of time and talent supplements, but does not replace, the professional staff.

The willingness of volunteers to help is concrete evidence of the community's encouragement and support of the teacher. It is a demonstration that the community shares the teacher's interest in and concern for the education of our children.

We Would Like to Make a Point

Volunteers should feel that they are a part of a team - a team whose major aim is to provide a quality education for all. To realize the full potential of the services that volunteers can provide, it is vital that roles be clarified. Everyone must understand the line that separates the tasks of the staff person from those of the volunteer.

The following are tasks for school staff only:

1. Supervising students. Volunteers must not supervise classes.
2. Diagnosing student needs.
3. Prescribing instructional programs and activities.
4. Selecting appropriate learning materials.
5. Evaluating student progress and achievement.
6. Recording student grades.
7. Disciplining students.
8. Evacuating students in the event of a fire or weather-related drill.
9. Dispensing any medication to students.

The First Meeting

Teacher-Volunteer Initial Conference Checklist

The first session with your volunteer is very important. This is the time you will set the tone for your working relationship. You must remain the leader but still make your volunteer feel confident, useful, and valuable to you and your students.

Have You:

- _____ 1. Explained fire drill procedures?
- _____ 2. Discussed your methods of discipline and classroom rules?
- _____ 3. Given the school calendar to your volunteer?
- _____ 4. Shown your volunteer the location of the restrooms, Media Center, and sign-in book?
- _____ 5. Set up and explained the schedule the volunteer will follow?
- _____ 6. Toured your classroom pointing out centers, materials, and equipment?
- _____ 7. Determined if the volunteer will be eating lunch at the school and made arrangements, as necessary?
- _____ 8. Explained your communication vehicle for daily volunteer assignments (folder, notes or other means)?
- _____ 9. Made your volunteer feel like a comfortable part of your working situation?
- _____ 10. Explained the volunteer's tasks thoroughly?
- _____ 11. Allowed the volunteer to ask questions freely?
- _____ 12. Decided what procedure you will follow if either of you must be absent?
- _____ 13. Discussed the school dress code?
- _____ 14. Explained school policies and rules?
- _____ 15. Discussed the name students will use for the volunteer?
(Recommendation: "Mr. Brown" or "Mrs. B." First names are not recommended.)
- _____ 16. Provided a place for your volunteer to put personal items such as coat and purse?
- _____ 17. Smiled and verbalized your appreciation for the volunteer's commitment?

YOUR VOLUNTEER IS NOW READY TO BEGIN!!!

Teacher Training – Role Play Situations

<i>Situation #1</i>	A student has frustrated a volunteer so badly that he is obviously on the verge of resigning. How do you handle this situation, so as not to lose a good volunteer?
<i>Situation #2</i>	As you are watching, your volunteer breaks a very important school or class rule. What should you do?
<i>Situation #3</i>	You notice that your volunteer has missed several sessions without calling or explaining and today she has arrived at your doorstep late. You have nothing planned for her to do since you did not plan on her being there. What to do?
<i>Situation #4</i>	You discover that your volunteer seldom uses the plans and procedures that you prepare for her. How do you handle this situation?
<i>Situation #5</i>	You hear, via the grapevine, that your volunteer has been criticizing you and your techniques to other parents in the community. What should you do?
<i>Situation #6</i>	A parent or another teacher comments to you that your volunteer is incompetent and should not continue working with your students. What should you do?
<i>Situation #7</i>	Word has been spread that your volunteer is doing a better job than you, the teacher, are. How do you handle this situation?
<i>Situation #8</i>	After watching your volunteer, you feel that he is teaching regrouping all wrong. You feel he could profit from some additional instruction in some math skills and techniques. How do you handle this problem?
<i>Situation #9</i>	Your volunteer often expresses in words or actions that she feels that she is doing busy work and not really helping. What do you say to her to remedy this feeling?

Services Which Volunteers Can Provide

✓ *Self Concept Development*

- Provide personal interest and attention
- Be a concerned listener
- Inspire self-confidence
- Provide adult role models
- Expand ability to express ideas
- Develop intergenerational relationships

✓ *Writing Assistance*

- Check written sentences, paragraphs, and stories
- Assist with spelling
- Review punctuation, capitalization, etc.
- Provide assistance with handwriting
- Encourage creative and expository writing
- Assist with research development

✓ *Mathematics Reinforcement*

- Review, explain, and re-emphasize skills
- Use flash cards
- Work with concrete objects
- Expand problem-solving skills
- Provide chalkboard drill

✓ *Clerical Duties*

- Assist teachers, students, and staff
- Run general office machines
- Type non-confidential materials
- Answer phones and assist receptionist

✓ *Clinic/Health Room*

- Manage school clinic
- Assist with health screenings
- Provide nutrition and health reinforcement programs

✓ *Reading Improvement*

- Provide oral practice
- Use word cards
- Check workbook exercises
- Read to and with students
- Provide assistance with reading skills in content areas
- Assist with use of media center
- Help develop listening skills

✓ *Enrichment Activities*

- Assist with dramatics, art, and music
- Work with small groups on projects
- Assist with learning centers and laboratory projects
- Help with vocational and life skills projects
- Encourage curiosity and creativity
- Assist with science projects and field trips
- Assist with social studies programs

✓ *Miscellaneous Services*

- Assist with field trips
- Assist with making drama costumes and backdrops
- Construct learning games and activities
- Make puppets, costumes, and props
- Chaperone events
- Assist with physical education events
- Repair equipment
- Provide landscaping assistance
- Provide computer programming and training assistance
- Provide real life information as a classroom speaker.
- Assist on school or district advisory councils.

Teachers, Please

DO . . .

1. Make volunteers feel welcome.
2. Match the job to volunteer's talents, interests and schedule.
3. Meet often with volunteers.
4. Plan the work volunteers are to do before they arrive.
5. Be generous in offering praise, encouragement, and support.
6. Be judicious in offering constructive criticism.
7. Start simply, and then give additional activities as you feel volunteers are ready for them.
8. Plan activities through which volunteers can create good relationships with students.
9. Make sure instructions are clear with adequate time allotted for preparation.
10. Supply materials appropriate for lessons.
11. Provide guides, keys, or corrected papers for explanation.
12. Be honest and open in talking over small problems.
13. Treat volunteers as human beings and as educational team members.

DON'T . . .

1. Leave volunteers in charge of the class.
2. Give volunteers more than they can handle in the allotted time.
3. Expect volunteers to do tasks they are not trained or prepared to do.
4. Assign duties that belong to teachers.
5. Expect volunteers to be just housekeepers.
6. Criticize volunteers in front of children.
7. Expect volunteers to change their schedules without adequate notice.

Teachers – If You

- Remember that volunteers cannot be thanked too many times,
- Include the volunteers in planning and encourage their suggestions,
- Prepare for the volunteers before they arrive,
- Show a genuine interest in the volunteers, they will show a genuine interest in the school,
- Remember personal information about the volunteers,
- Are flexible,
- Assign the volunteers jobs that will keep them busy and interested,
- Assign tasks that will increase the skills and knowledge of the volunteers,
- Check each volunteer's job often so it does not become stale,
- Increase the volunteer's responsibility by expanding assignments,
- Notice signs of fading interest (such as absenteeism), try to change the assignment or add more responsibility,
- Find out why a volunteer quits; try to remedy the school-related reasons,
- Give awards and recognition to emphasize their importance and to show your gratitude,
- Show appreciation daily instead of relying totally on award ceremonies to thank the volunteers,
- Remember that volunteers cannot be thanked too many times,

.....You Will Have Dependable,

Cooperative, and

Contented Volunteers.

Ways to Show Appreciation

Just as no two people are alike, the type of recognition appreciated by your volunteers will not be alike. Here are some suggestions for different ways to show your appreciation.

- | | |
|---|--|
| 1. Greet the volunteer by name; encourage students to use the volunteer's name. | 13. Give the volunteer more challenging tasks and increased responsibilities. |
| 2. Thank the volunteer personally each day, noting special contributions. | 14. Write a letter of recommendation when the volunteer requests it. |
| 3. Set a time to talk with the volunteer when the students are not present; speak briefly with the volunteer each day before departure. | 15. Seek training opportunities for the volunteer, perhaps by getting a PTA/PTO scholarship to a volunteer conference or workshop. |
| 4. Celebrate the volunteer's birthday, and encourage students to write occasional thank-you notes. | 16. Write an article on the volunteer's contributions for your volunteer newsletter, school newspaper or community paper. |
| 5. Share articles and books of mutual interest---on child development, learning styles or on the content area in which the volunteer works. | 17. Help plan a recognition event and invite the Superintendent, School Board Members, administrators, parents and community leaders. |
| 6. Include the volunteer when planning class activities. | 18. Include the volunteer in staff meetings and training when suitable. |
| 7. Send a letter of appreciation. | 19. Call or write when the volunteer is absent. |
| 8. Celebrate outstanding contributions or achievements. | 20. Recommend the volunteer to supervisory staff. |
| 9. Invite experienced volunteer to train new volunteers. | 21. Ask volunteers to help evaluate the program and suggest ways to improve. |
| 10. In assigning tasks, use the volunteer's special talents, knowledge and interests. | 22. Nominate your volunteers for any suitable volunteer awards. |
| 11. Ask the children to evaluate the performance of the volunteers; share their positive comments with the volunteers. | 23. Ask the Volunteer Coordinator or school community relations staff person about a feature story on volunteers for the newspaper, radio or television station. |
| 12. Enable the volunteer to grow on the job. | 24. Take your volunteer to lunch. |

VOLUNTEER

VOLUNTEER RECRUITMENT



SERVICES

Recruiting Your School Volunteers

Before you recruit:

1. Be aware of your school's volunteer needs.
2. Be able to describe the job.
3. Know who makes up your school's community.

Recruitment Basics:

- Always recruit volunteers to help students and teachers, not to give service to the school. People work for people, not organizations.
- Tell people what they will do, how long they will be expected to do it, and who will benefit.
- Be honest and up front with people when trying to recruit. Do not lie about the work or minimize the time needed.
- Never use guilt when trying to recruit.
- Avoid the 'first-warm-body-through-the-door' method of recruitment. If you can't get the right person for the specific task, don't take anybody.
- Remember that you're trying to take away a person's reason for saying "NO", not twisting their arms to volunteer.
- Peer recruitment works well. Parents recruit parents; retired persons recruit retired persons, etc.
- When trying to involve minorities as volunteers, find leaders in that community and recruit them to recruit their peers.
- Speak the language of the person you are trying to recruit or find someone who does.
- Involve everyone in the recruitment campaign - volunteers, teachers, students, community leaders, etc.
- For small programs, it is crucial that you concentrate on developing a corps of dedicated volunteers. They will be your best recruiters. Their enthusiasm and dedication can lead to wider acceptance of volunteers by the teachers and school staff. Remember quality, not quantity, counts.

One-on-One Recruitment Methods:

- Calling on the phone or introducing yourself at meetings or other gatherings.
- Sharing your excitement about volunteering at parties, during school meetings, and at church or temple.
- Talking to the person behind you in the grocery line. More volunteers have probably been recruited in the grocery store than any other single place!

Group Recruitment:

Increase your audience by using promotional materials:

- flyers
- school newsletters/website
- posters
- brochures
- training notices
- newspaper publicity
- bulletin boards

Ask your school's art teacher, talented volunteer or artistic student to help you design attractive, easy-to-read promotional materials.

Hint: Make sure that several people proofread your information. Misspellings and incorrect information will not build confidence in your school or the system.

Suggestions for getting the word out to your school's community:

- Ask students to send letters to grandparents, neighbors, and family members.
- Distribute bookmarks in school or public library.
- Hang student produced posters in offices, hallways, etc.
- Set up a parent involvement area and post volunteer needs.
- Display volunteer needs on bulletin boards.
- Recruit in the school calendar.
- Set up a recruitment table at school functions.
- Send letters to parents of children entering your school for the first time.
- Recruit in programs for school events - plays, football games, etc.
- Post a recruitment message on the school marquee.

School based recruitment opportunities:

- Get recommendations from teachers, principal, school nurse, school psychologist, and community liaisons.
- Contact the work-experience or student volunteer coordinator at the local high school or college.
- Request that students write personal essays about the value of volunteers. Send them home with a volunteer needs list and sign up form.
- Appoint a male chairperson to enlist male volunteers, or appoint a husband-wife team as co-chairs.
- Speak at local adult education classes.
- Visit local senior citizen groups and invite them to your school.
- Contact Volunteer Broward (954-522-6761) for special project needs.
- Contact FGP - Foster Grandparent Program (954-484-7117) for senior citizen volunteers.

Preparing a Recruitment Presentation:

Remember, whether you are writing for newsletters or speaking to a group:

- People enjoy learning about other people - what they do, when they volunteer and how they feel about it.
- Be specific - don't try to recruit for all volunteer jobs at one time.
- Break large volunteer jobs down into smaller parts, then recruit people for these less time-consuming jobs.
- Make the students come alive -- without using real names. "Johnny, age 12, loves sports and dogs. He needs help in reading."

Organization and Group Recruitment:

- Get lists of other organizations in your area. Ask if they can help your recruitment effort by offering you time on their meeting agendas, handing out information to their membership, posting notices on bulletin boards, etc. Churches and temples are especially good at this.
- Help your audience feel comfortable and safe in your school. Make it come alive for them! Describe your school and invite them to come to visit. Better yet - take photos, slides, or videos of your school.
- When you are going to make a presentation to a large group, take several volunteers with you. They can talk about their own experiences and help you with interested applicants.
- Ask a volunteer who is a member of the club to speak to the group. Your credibility and success rate will multiply.
- Never walk away from a meeting where you have given a talk without getting the name and contact information of everyone interested. Get back to these people within one week.

Why Do People Volunteer?

1. Helping others.
2. Improving the community.
3. Gaining work experience.
4. Utilizing untapped educational skills.
5. Learning new skills.
6. Getting out of the house.
7. Changing the status quo.
8. Staying active and involved.
9. Meeting new people.
10. Being needed.
11. Testing a new career.
12. Making professional contacts.
13. Gaining academic credit.
14. Experiencing different life-styles.
15. Doing satisfying work.
16. Putting a hobby to good purpose.
17. Sharing fun time with family and peers.
18. Learning responsibility.
19. Fulfilling a tradition.
20. Being a winner.
21. Meeting new challenges.
22. Using natural gifts and talents.
23. Putting faith into action.
24. Helping a friend.
25. Preserving the past.
26. Influencing others.
27. Searching for a job.
28. Building self-confidence.
29. Empowering others.
30. Meeting others with like values.
31. Being a role model for children.
32. Showing that they care.
33. Gaining recognition.
34. Giving service back to the community.

Sample Recruitment Letter

Dear Parent/Citizen:

Our students are our most important resources. We share a common purpose – educating children. Many children need individualized attention. You have had varied experiences which can help our children grow. YOU can help the teachers in ways that will allow them to provide more personal help to our children.

If you are interested in serving as a volunteer, we will be delighted to hear from you. We have attached a list of ways volunteers can help our students. If you have a special ability or interest that is not listed, please write it on the bottom of the sheet.

You are invited to a brief meeting to discuss the volunteer program in more detail. Please let us know if you can come!

Sincerely yours,

Principal

School Volunteer Liaison

OR

You are invited to meet with the Volunteer Program leaders to discuss your participation as a volunteer.

Date: _____

Time: _____

Place: _____

If You Can. . .

- | | |
|--|---|
| 1. Listen to children read. | 18. Make puppets. |
| 2. Conduct flash card drills. | 19. Set up science experiments. |
| 3. Reproduce materials. | 20. Play a musical instrument. |
| 4. Work in clinic or media center. | 21. Help with handwriting practice. |
| 5. Proctor students taking tests. | 22. Drill spelling words. |
| 6. Make and play instructional games. | 23. Help with cooking projects. |
| 7. Assist with vision screenings. | 24. Gather resource materials. |
| 8. Correct student worksheets. | 25. Help children with arts and crafts. |
| 9. Prepare bulletin boards. | 26. Help children learn to type. |
| 10. Help with book fairs. | 27. Set up or run a school bookstore. |
| 11. Demonstrate gardening skills. | 28. Help arrange assembly programs. |
| 12. Tell stories with puppets or drawings. | 29. Share information about local history. |
| 13. Assist with field trips. | 30. Help children learn a foreign language. |
| 14. Assist with lessons in dramatics, photography, knitting or square dancing. | 31. Help children practice walking on a balance beam, jumping rope or skipping. |
| 15. Set up a 'pretend' grocery store to practice math skills. | 32. Work with a physically challenged student. |
| 16. Practice vocabulary with non-English speaking students. | 33. Listen to a child—be a mentor. |
| 17. Discuss careers or hobbies. | 34. Assist with sing-alongs. |

**Please Help Our Students and Teachers.
Call (754) 321-2300**

Volunteer Opportunities In Broward County Public Schools

To Volunteer:

**Contact your child's school
or call Volunteer Services at (754) 321-2300**

Career Shadowing/Internship Volunteers show secondary students jobs and careers available in Broward County. Job site experiences help students identify their career preferences.

Classroom Presenters speak to individual classes about personal areas of expertise, such as careers, hobbies and travels.

Classroom Assistance work regularly with a classroom teacher. They help students and assist with projects and field trips.

Clerical Aid Volunteers help with typing, photo copying, and other clerical duties in schools and offices.

Exceptional Education Volunteers work with students who have special learning needs at schools and special centers.

Health Room Volunteers help with the management of a school's health room. They provide comfort to students and help with student health screenings.

I'm Thumbbody Volunteers present a short self-esteem building program to students in a classroom. Activities help students value their own unique qualities and abilities. The Mental Health Association provides training.

Listener Volunteers act as supportive adult friends to students identified by guidance counselors. Parents or grandparents cannot be Listeners in their own child's school. The Mental Health Association provides training.

Media Center/Library Volunteers help students select books, work at the circulation desk, help shelve books and make book repairs.

Meet the Masters Volunteers show and discuss art prints in elementary classes. Trained volunteers lead student discussions about the artists' styles and lives. Training is provided.

Read Aloud Volunteers help students improve their reading skills by reading to them and by listening to them read aloud.

Special Activity Volunteers help with a specific project at a school or at a district office. The time commitment required is usually short-term and intensive. Projects include: curriculum fairs, student competitions, recognition events, screenings and productions.

SuperStars Volunteers work with a math enrichment program designed to sharpen students' thinking and problem solving skills. Volunteers provide the weekly organization for the program.

Volunteer Tutors give students extra help with academic subjects, especially at the middle and high school levels. Receiving this extra reinforcement helps students succeed.

Youth Mentors serve as positive role models/mentors for students who need motivation to stay in school. Mentors offer a listening ear and encouragement, usually meeting one hour each week with the same students. Training is required.

Volunteer Opportunities

Looking for volunteer work to do in your free time? Below are volunteer positions available in Broward County Public Schools. Contact your child's school or call Volunteer Services at (954) 765-6525.

In the Classroom

Classroom Volunteers work with the classroom teacher.

Classroom Speakers discuss areas of expertise in a classroom setting.

Exceptional Education Volunteers work with students with special learning needs.

Meet the Masters Volunteers show and discuss art in elementary classes.

I'm Thumbbody Volunteers present a short self-esteem building program to a class of elementary students.

Assisting Support Staff

Clerical Volunteers assist with typing, photo copying, and other office clerical duties.

Health Room Volunteers provide comfort to students and help with student health screenings.

Media Center/Library Volunteers help students select books, work at the circulation desk, help shelve and repair books.

Special Activity Volunteers help with a specific project at a school or at a district office.

SuperStars Volunteers work with a math enrichment program designed to sharpen students' thinking and problem solving skills.

One-on-One

Listener Volunteers act as supportive friends to individual students identified by counselors.

Youth Mentors serve as role models to students needing motivation to stay in school.

Volunteer Tutors help middle and high school students with academic subjects.

If Only Someone . . .

If only someone could listen to Jimmy read today . . .
If only someone could help Mary with her number facts today . . .
If only someone could help Billy write his name today . . .

What a Special Someone That Would Be!

If only someone could help Tracy cut on the lines today . . .
If only someone could help Tony work the computer today . . .
If only someone could show Kim how to tie her shoes today . . .

What a Special Someone That Would Be!

If only someone could hold a sick child's hand today . . .
If only someone could hug a sad child today . . .
If only someone could praise an unsure child today . . .

What a Special Someone That Would Be!

If only someone could help Jack make beautiful music today . . .
If only someone could help Lisa find that library book today . . .
If only someone could tell David that his picture is truly a work of art . . .

What a Special Someone That Would Be!

If only someone could file these thousands of papers . . .
If only someone could help check these math computations . . .
If only someone could sort and pile and staple and all the while keep their smile . . .

What a Special Someone That Would Be!

Is someone special, somewhere out there?
Is there a someone who really cares?
Please you and you and you --- be that someone special . . .

Be That Special Someone for a Long While!

*By Judy Hurt
School Volunteer Coordinator
Melrose Park Elementary
Columbia County Schools*

Working Parents Can Help Too!

Most volunteer programs are organized around the “traditional” type of volunteer, those that are willing to give numerous hours each week for a complete school term. However, recent studies have shown that the average adult has only five hours of uncommitted time per week.

Since many of our volunteer resources involve working parents, design roles that can be filled in short periods of time or that are infrequently needed. Identify volunteer projects that can be done in a day to present to working parents.

These suggestions are only a beginning:

1. Serve on a weekend beautification project -- painting, landscaping, etc.
2. Help build a playground in the evenings or on the weekend.
3. Help build a greenhouse for science projects in the evenings or on the weekend.
4. Serve on a telephone committee to get important messages out to parents.
5. Call stakeholders (parents, community members and business representatives) to remind them of School Advisory Council meetings.
6. Write thank-you notes to teachers and administrators during American Education Week.
7. Write articles for school newsletter using desktop publishing on a home computer.
8. Count grocery receipts or soup labels for additional school equipment.
9. Cut out items for a bulletin board, or class activities.
10. Serve on the school's Advisory Committee or Advisory Forum.
11. Serve as a committee member for the school's PTA, PTO or PTSA.
12. Help prepare school grounds for evening sports activities.
13. Identify days in advance for you to take off work to help at school, i.e. field trip days, book fair days.
14. Develop learning centers which teachers can use in the classrooms.
15. Clip news articles featuring students or staff and send to the person with a note.
16. Obtain prizes for student and staff recognition.
17. Total volunteer hours for school awards.
18. Correct SuperStars worksheets.
19. Seek donations for school sponsored events.
20. Arrange for secondary students to learn about careers by shadowing at worksites.
21. Look at the school calendar and identify days to take off from work for special school events.
22. Arrange for refreshments for evening functions at school.

Thank You . . . For Helping at Home

Personal notes are a great way to share information, show your appreciation and assist with record keeping.

Dear:

I really appreciate you taking the time to do this work for me at home. Your willingness to help allows me more time to spend with the students in my classroom.

For your convenience, I have written instructions for this project below. If you have any questions, please feel free to telephone me during my planning period.

Please record the amount of time it took for you to complete this project so that our Volunteer Coordinator can add the hours to your record. These records are important to us in several ways. First of all, we want to say thank you to all our wonderful school volunteers; secondly, we have several opportunities to receive awards based upon our volunteer program.

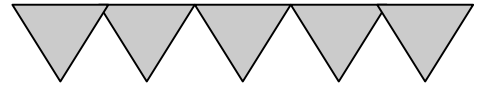
Again, thank you for all that you contribute to our students!

Sincerely,

Special Instructions for this project: _____

Time it took to complete this project: _____ hours, and _____ minutes.

Your Comments: _____



**SUGGESTED VOLUNTEER
ORIENTATION OUTLINE**



SERVICE

Volunteer Orientation Outline

The purpose of a volunteer orientation is to inform and listen. At this event (or events) your school will give volunteers:

1. an opportunity to register as a volunteer
2. an overview of the volunteer program
3. the volunteer procedures for your school
4. a summary of volunteer needs
5. the guidelines established by Broward County Public Schools.

This is also an excellent time for school personnel to listen to the concerns and suggestions of parents and other volunteers. To help you with your school's volunteer orientation, the Office of Communications and Legislative Affairs has developed an outline of information to cover. To help illustrate important points several supplemental hand-outs are included: Volunteer Bingo, Mixed up Merle, Van the Tutor Man, The Community Grape Vine, Role Play Situations, and a School Directory.

Registration and Coffee-time

1. Refreshments are very important in setting the tone of the meeting.
2. Workshop Sign-In sheets should request the following information:
 - a. Volunteer's name and telephone number?
 - b. Are you a parent of a child in this school? Which classroom?
 - c. Are you a veteran volunteer or new volunteer?
 - d. How often are you available to volunteer?
3. Name tags for everyone, including workshop leader(s).
4. Ice breaker handouts, such as Volunteer Bingo.

Welcome and Introductions

1. School Volunteer Liaison
2. Principal
3. Other staff members in attendance
4. Introduce volunteers through an ice breaker exercise

Why Volunteers are Important

1. Individualize instruction
2. Improve students' self concept
3. Build bridges between school and community
4. Improve student achievement
5. Help for teachers

Volunteer Orientation Outline

Guidelines for Volunteering in the Classroom:

1. Volunteers are assigned only to requesting teachers.
2. Volunteers do not disagree with teachers in front of students.
3. Teachers supervise all volunteer activities.
4. Volunteers never replace teachers or take responsibility for the class. Students must not be left unattended.
5. Volunteers do not diagnose student strengths or weaknesses, prescribe learning activities, evaluate student progress, discipline students, or issue grades.
6. Volunteers can assist with the following tasks.
 - a. Reinforcing concepts
 - b. Providing extra drill
 - c. Enriching curriculum
 - d. Giving make-up tests
 - e. Helping with make-up work
 - f. Helping with bulletin boards

Guidelines for Working with Students:

1. Call each student by his or her name.
2. Ask leading questions rather than giving answers to students.
3. Realize that a student must feel that it is all right to make mistakes.
4. Do more listening than talking.
5. Be reliable. Your consistent attendance shows students that you are committed to helping them.
6. Look for and praise each small success. Don't expect huge leaps in achievement.
7. Self-esteem and self-control are basic to learning.
8. Information about students is confidential. Information from students that may affect their health and safety must be reported to the teacher or other staff member.
9. Only staff members can dispense medication to students.

Guidelines for School Partners:

1. Maintain consistent and regular attendance.
2. Record attendance for each visit.
3. Follow regulations and procedures of school.
4. Wear a school volunteer nametag.
5. Discuss school problems with staff members, at appropriate times.
6. Call your school if you cannot be present on your regular volunteer day.
7. Observe discretion in commenting on school matters.
8. School attire should be neat, clean, and appropriate for school.

Guidelines For Community Members

1. A volunteer is a goodwill ambassador for Broward County Public Schools.
2. A volunteer uses discretion in commenting on school matters.

Guidelines For Registering Volunteers:

1. Explain how to fill out the volunteer application and log service hours.
2. Talk about the request teachers have already made for volunteers and ask if anyone is interested in doing these specific jobs.
3. Tell all volunteers that they will be called with their volunteer assignments within a specified amount of time. Build credibility by calling everyone within that time.

Guidelines For The School Directory:

To learn important information about your school, give each volunteer a copy of the School Directory.

You may want to fill in some items before photocopying to save time at the orientation. Discuss:

1. Location of fire drill routes and explanation of the fire drill procedures.
2. School traffic patterns.
3. Parking restrictions.
4. Absentee procedures for volunteers.
5. School calendar.

School Tour:

The school tour is especially important and will make your volunteers feel more comfortable on your campus, as well as making them more effective in their roles.

On the school tour, point out the location of:

1. Attendance forms and school volunteer nametags.
2. A telephone that volunteers can use.
3. Media Center.
4. School Health Room.
5. Restroom facilities.
6. Lounge. (Are there restrictions on its use?)
7. Cafeteria. (What is the price of lunch? How do volunteers get lunch if they desire?)

A Special Word to Parents

Parents who volunteer in the school that their children attend are in a special situation. It is essential that they hold in confidence any information learned about or from the students. These volunteers must refrain from discussing the capabilities, behavior, attitudes, etc., of students with anyone besides school personnel. They must also be cautious about remarks made in the hearing of their own children.

Parent volunteers should not work with students who are playmates of their children. It is strongly recommended that parents do not work with students who are in the same room as their own children.

Volunteers who work in their children's school must show discretion and tact in conversations about the school and teachers.

Volunteer Training – Role Play Situations

<u><i>Situation #1</i></u>	The teacher you work with always has specific activities and materials planned for you. This morning she says, "Oh, Mrs. Garcia, I forgot you were coming today." You depend upon her activities, so you have nothing planned to do. How do you handle this situation?
<u><i>Situation #2</i></u>	Mrs. Wilson, a sixth grade teacher, has just assigned you 150 test papers to grade. You have been coming to Mrs. Wilson's class every week for six weeks and she always gives you clerical work. You have had training but have not had the opportunity to work with children. How do you handle this situation?
<u><i>Situation #3</i></u>	You walk into a usually smooth running, organized classroom. Today, however, the children are noisy and unruly. The spot where you usually work has newspapers for a paper drive piled high on it. A harried young woman comes up to you. "Mrs. Day is absent," she says. "I'm her substitute for today. Can I help you?" How do you handle this situation?
<u><i>Situation #4</i></u>	You've been working with Frank once a week for several weeks. His teacher says he needs practice in working with short vowels. You've patiently spent many sessions with him working on short vowels, and he still hasn't come close to learning them. What can you do?
<u><i>Situation #5</i></u>	You are a well-trained, intelligent volunteer. Mr. Clark, the teacher you are working with, frequently leaves you and goes to the teacher's lounge for a break. Should you do anything about this, and if so, what?
<u><i>Situation #6</i></u>	Walter, your tutee, is uncontrollable in your tutoring sessions. He squirms, day dreams, hums, and ignores your requests. You are at your wits-end. You decide to have a 'heart-to-heart' with Walter. What might you say?
<u><i>Situation #7</i></u>	An irate parent has expressed her displeasure to you that the teacher, not you, should be teaching her child, Jonathon. How would you respond?
<u><i>Situation #8</i></u>	Mrs. Kline, your teacher, tells you to do a certain job. You feel you have a better way to do the job than the method she has suggested. What should you do?

“Mixed Up Merle”

Role Play Exercise

Merle was running late as a result of her tennis game and she was scheduled to tutor Johnny at 1:00 PM. She wouldn't have time to go home to change. Oh well, everyone said she looked 'cute' in her new tennis outfit. She screeched into the school faculty parking lot, narrowly missing some children.

Johnny's classroom was empty, but she spotted him down the hall. She grabbed him, and they headed outside to work under a tree. Since the sun was hot, she left Johnny working and ran into the cafeteria for juice and cookies. Her student really enjoyed the treat and this gave her time for a quick cigarette.

When the session ended, she said good-bye to Johnny and told him to go right back to his classroom. The teachers' lounge was a cool place to rest. Taking a Coke from the refrigerator, Merle marched out into the hall. OOPS! She stepped over the puddle of sticky soda on the freshly mopped floor. At that moment she heard the whir of the lawn mower and saw Mr. Jones, the custodian, mowing the grass.

"Hey," she yelled, "Come quickly and clean up this mess."

Mr. Jones looked at the stranger, scratched his head and started the task of cleaning the floor. Merle ran into the office, went behind the desk and called her home.

Upon seeing Merle, the secretary said, "Oh, we didn't know you were in the building. Your daughter has been calling all afternoon. She wanted to know about the dentist appointment that you scheduled for 1:15 this afternoon."

“Volunteer Van, the Tutor Man”

Role Play Exercise

Van was asking his neighbor about his tomato plants when it suddenly struck him that he was due at school.

"Hey, Charlie, I have to run. I promised to tutor that dumb Wilson kid. Did you know that he's in fifth grade and can't read in a third grade book? Of course it's his home life. Billy told me that his father . . ."

Arriving at the school in a rush, Van dropped by the library and picked up a few books. The librarian wasn't there, but he could take care of checking out the books later. Walking up the stairs, he met the entire sixth grade coming down. He had gone up the DOWN staircase. Van retrieved Billy from the classroom and looked for a quiet place to work. Fortunately, the principal's office was empty.

Billy didn't appear to be reading too well today. He was holding his book very close to his eyes. While Billy copied down the homework assignment that Van had given him, his tutor wrote a letter to the Wilson's.

Dear Ed and Minnie,

*I have discovered that your child needs glasses.
Perhaps he would not be such a problem in school
if you had not been remiss in this matter.*

Since Van and Billy had both worked so hard, they decided to relax by bouncing a basketball in the hall. Billy got so excited that he started yelling at the top of his lungs. Van wanted to plaster his mouth shut with tape. Billy finally stopped yelling when he saw the custodian walking down the hall.

Nearly two hours had passed since they started. Van waved good-bye to Billy who had dropped into a classroom to visit a few friends. Van sighed with relief as he left the school. With a sense of satisfaction and achievement, he walked slowly to his car.

Volunteer Bingo

Objective:

To help learn more about your new and veteran volunteers.

Application:

The Volunteer Bingo Game can help identify the talents and skills of the people attending the volunteer orientation. Volunteers may fill in the blanks on the Bingo form with some of the extra choices provided.

Directions:

At the very beginning of your volunteer orientation, hand out the Bingo forms to all participants and explain the following:

1. To get to know each other, we will be playing a get-acquainted Volunteer Bingo Game.
2. Each blank space on the Bingo form identifies a skill or characteristic of the people in this room.
3. Seek out your fellow volunteers.
4. If one of the listed skills or characteristics pertains to them, ask them to sign their names in that space on your Bingo form.
5. Though more than one skill or characteristic may apply, only one space should be signed by any one person.
6. The winner is the first person who fills the form (or the first to complete a row, if time is limited).
Read off the winner's card and maybe one other, depending on the time available. Make sure you collect all the Bingo forms as soon as possible. Use the answers on the form to help develop a skills resource file of volunteers.

Volunteer Bingo

<i>Amateur Artist</i>	<i>Great Organizer</i>	<i>Math Whiz</i>	<i>Employed Part-Time</i>	<i>Has visited at least 5 National Parks</i>
<i>Chairperson Experience</i>	<i>Veteran Volunteer</i>	<i>Loves Arts & Crafts</i>	<i>Plays Tennis Regularly</i>	<i>Speaks a Foreign Language</i>
<i>Plays Piano</i>	<i>Computer Literate</i>	<i>Sports Enthusiast</i>	<i>Former Teacher</i>	<i>Avid Reader</i>
<i>Lapel Pin Winner</i>	<i>Collector</i>	<i>Good Speaker</i>	<i>Gourmet Cook</i>	<i>Typist</i>
<i>First-Time Attendee</i>	<i>Newspaper Reader</i>	<i>Health Oriented</i>	<i>Mr./Ms. Fix-It</i>	<i>Traveled Abroad</i>

Other Suggested Items: Sews, Nature Lover, Amateur Scientist, Journalist,
Outstanding Volunteer Winner, Has Grandchildren, Football/Golf Widow

Volunteer Bingo

Guidelines for Volunteers

Your interest and concern for students have motivated you to volunteer in Broward County Schools. Thank you. This is a challenging and rewarding role.

To make your experience as a school volunteer a beneficial one for the students and for you, please follow these guidelines as you assist in the schools.

1. The safety and education of students must be the main concern of volunteers while engaged in school activities.
2. Volunteers may not give students medication.
3. Individual students' grades, records and abilities are personal and confidential information. Students have a right to confidentiality under Florida Statute 228.093 that covers:

Academic work completed	Family background information
Standardized test scores	Attendance records
Health data	Grades
Interest inventory reports	Teacher or counselor ratings and
Reports of serious or recurrent behavior patterns	observations

4. Classroom supervision and student discipline are the responsibilities of the teacher and school.
5. Volunteers will be assigned only to staff members requesting assistance.
6. Volunteers should set a good example for students by their manner, appearance and behavior.
7. Volunteers are required to complete an application annually before helping in the school.
8. Volunteers are required to log in and out at the school and to record any off-campus service hours.
9. For identification, volunteers are required to wear a name badge when helping with school activities.

What School Volunteers Do

School volunteers work with teachers who request their involvement to:

Extend the teacher's teaching time -----

- read stories
- assist in labs
- answer questions
- check student work
- tutor math and reading
- create new learning centers
- use audio-visual equipment
- find materials for classroom use
- help older children with research
- reinforce skills by providing extra drill
- work with non-English-speaking children
- play spelling, phonics, language, and math games
- assist child with make up work and missed tests

Enrich the learning environment -----

- dramatize stories
- assist with art projects
- make educational games
- help children choose books
- assist with creative writing
- tape record children's stories
- help children use video cameras
- type and reproduce class newspapers
- record books for students who have reading difficulties

Expand the resources of the school -----

- display special collections
- explore career opportunities
- add expert resources in special classes
- give performances or demonstrations in the arts
- show slides and comment on experiences in other cultures

Volunteer Roles at the Elementary Level

These suggestions are only a beginning. You will think of other ways that volunteers can help.

1. Listen to children read.
2. Conduct flash card drills.
3. Reproduce materials.
4. Work in clinic or library.
5. Proctor students taking tests.
6. Make and play instructional games.
7. Play games at recess.
8. Assist with vision tests.
9. Correct student worksheets.
10. Prepare bulletin boards.
11. Help with book fairs.
12. Demonstrate gardening skills.
13. Tell stories with puppets or drawings.
14. Assist with field trips.
15. Assist with lessons in photography, dramatics, knitting or square dancing.
16. Set up a 'pretend' grocery store to practice math skills.
17. Share information about local history.
18. Discuss careers or hobbies.
19. Assist with sing-a-longs.
20. Make puppets.
21. Set up science experiments.
22. Reinforce Dolch vocabulary words.
23. Play a musical instrument.
24. Discuss care and training of pets.
25. Help children select library books.
26. Help with handwriting practice.
27. Drill spelling words.
28. Help with cooking projects.
29. Gather resource materials.
30. Help children with arts and crafts.
31. Help children learn to type.
32. Work with a physically challenged student.
33. Help arrange assembly programs.
34. Help children practice walking on a balance beam, jumping rope or skipping.
35. Practice vocabulary with Non-English speaking students.
36. Help children learn a foreign language.
37. Set up or run a school bookstore.
38. Listen to a child - be a friend.

Volunteer Roles at the Secondary Level

These suggestions are only a beginning. More volunteer roles will be developed as teachers and volunteers work together.

- | | |
|---|---|
| 1. Speak to classes about careers, experiences, travel, etc. | 14. Assist with staging of student performances. |
| 2. Help students in the guidance office find answers to questions about careers and universities. | 15. Help non-English speaking students with vocabulary and conversational skills. |
| 3. Help students with special projects. | 16. Serve on a homework hot-line team. |
| 4. Perform clerical duties. | 17. Serve as math/reading tutors. |
| 5. Assist in the school clinic. | 18. Assist athletic coaches. |
| 6. Read textbooks to students with reading problems. | 19. Assist in developing school publications. |
| 7. Assist physically challenged students. | 20. Serve as a listener for students--be a friend. |
| 8. Help students with resource materials in the library. | 21. Accompany students on choral, band, club or athletic trips. |
| 9. Assist in vocational classes. | 22. Assist in science labs. |
| 10. Help arrange field trips. | 23. Assist in organizing a college fair. |
| 11. Assist talented students in art, music, drama, etc. | 24. Assist teachers in gathering material for units of study. |
| 12. Sponsor school clubs. | 25. Reproduce classroom materials. |
| 13. Help students who were absent make up missing assignments. | 26. Assist in arranging and supervising special school events. |

What To Do If . . .

A Child is Injured:

If a child is injured while under your care, do not attempt to administer any type of aid. No matter how minor the injury is, you should immediately notify the teacher or a staff member.

A Child Becomes Ill:

Children frequently become ill while at school. If a child complains of not feeling well, you should notify the teacher immediately. You should never administer any form of medicine to the child.

You Are Injured:

Should you become injured while performing the duties of your job, notify the school office immediately. The office staff will assist you and ask you to fill out the proper accident forms.

You Are Asked to Take the Class Alone:

Because you are not a paid School Board employee, you are not legally permitted to supervise a class alone. Consequently, if the teacher must leave the room, arrangements should be made to have a paid staff member present.

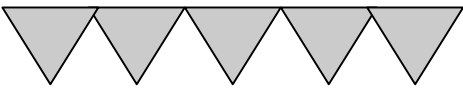
Someone Asks to See a Child:

If a person who is not a member of the school staff should ask to speak to or take a child, you must direct that individual to the teacher. Under no circumstances should you grant such a request.

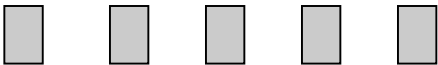
Someone Asks You How a Child is Doing:

As it becomes known that you are working in the school, you will likely be asked questions concerning specific children. If a parent or friend inquires about the child's progress, you should say, "I enjoy working with your child and I'm sure if you schedule an appointment, the teacher would be happy to talk with you."

VOLUNTEER



**VOLUNTEER ASSIGNMENT
and RETENTION**



SERVICES

Designing the Volunteer Job

Volunteers, just like compensated employees, require motivation, good morale, and job satisfaction. To provide these needs:

- ✓ Make sure the job is one the teacher or staff wants done and that will be valued and appreciated.
- ✓ Make sure the job is one the volunteer wants to do. Instead of trying to fit the volunteer to the job, build a job around the volunteer's skills and interests.
- ✓ Make sure the volunteer knows the purpose of the job, and how it will connect to the mission of the school and to student achievement.
- ✓ Make sure the volunteer feels ownership for the job. Volunteers should be able to feel that something is theirs, whether it is a specific task or an area of a classroom.
- ✓ Make sure the volunteer understands the result of the assigned task. Give them feedback!
- ✓ Make sure volunteers have the ability to make some decisions about the task. Ask for their suggestions. This will make the volunteer feel ownership and satisfaction about the task.

Matching Volunteers to Positions

Determine the correct role for a volunteer. It is important that each volunteer fit into the work situation for which they are being considered. This means that volunteers must be satisfied with the job offered and that they view the job as desirable and fulfilling work. Finally, consider the personalities of the volunteer and the person supervising the tasks. Will they be compatible in personality, style of work, etc.?

Since this component of managing volunteers may be difficult, stay in touch with the volunteer and the staff person involved. Ask how things are going. Are the volunteer and the staff person happy with the relationship and the performance of the job? In some cases it may be necessary to assign a volunteer to another job. This is preferable to losing the services of a volunteer, and in some cases, leaving a negative impression of the school or staff members.

Hints on Placing Volunteers

Placement Considerations:

1. Sometimes, it is a good idea to make the first assignment for a short, specific length of time. This is especially important if you are not sure that the assignment is right for the person or that the volunteer will be able to keep a commitment.
2. If possible, give the volunteer a choice of two or three assignments.
3. Volunteers often shy away from jobs that are similar to their regular work. The assignment should be different, challenging, interesting, and require new skills. Volunteers should grow from the experience.

Suggested Methods of Placement:

1. The School Volunteer Liaison can make placements by sorting volunteer registrations into job interests (tutors, classroom assistants, etc.). Match jobs desired to teacher requests.
2. Allow volunteers to select their own assignment. Post a large wall chart or sign-up sheets listing all teachers' volunteer needs, days, and times. This can be done at an orientation meeting or by sending a form home to make sure all parents can sign-up.
3. Make a master list of volunteers divided into job interests, talents, and times available. Teachers, either individually or at grade level meetings, can select their volunteers.

Assign every volunteer to a job as soon as possible while their enthusiasm is high.

1. Give volunteers their specific assignments and a starting date by phone, letter, or printed form. Make sure the teacher has the same information.
2. Communicate with everyone who has offered to help. Otherwise the comment in the community could be "they must not want volunteers. I offered to help, but no one contacted me." Even if someone wants to help with a project scheduled later in the year, contact him or her now. They will know the school needs them.
3. See that the volunteer meets with the teacher before beginning work. This should be done outside of class time -- before or after school. They need to discuss specific work to be done, also goals and procedures.
4. If possible, give the teacher a copy of the volunteer's registration form or a list of the volunteer's special interests, skills, or talents. This would broaden the area of use the teacher may find for the volunteer.

Retention of Your Volunteers

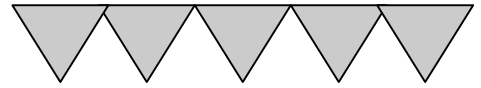
A quality volunteer program requires considerable time for planning, coordinating and supervising. Thus, you will want to create and maintain a climate where volunteers will wish to continue donating their time and talents. As a volunteer manager you can help volunteers grow and develop in your program if you have followed the recommended steps in recruitment, orientation, job assignment and recognition. To retain your volunteers, ensure that each person feels that:

- ✓ Their task is important.
- ✓ Their special skills and talents are needed.
- ✓ They are valued as unique and worthwhile individuals.
- ✓ If they are absent they are missed! Nothing will affect the morale of your volunteers as much as being out sick and nobody at the school notices! Review the sign-in book and stay on top of the attendance of your volunteers. Request to be informed when a volunteer is scheduled to be there and isn't. Give the volunteer a call and let them know you are concerned.

VOLUNTEER RETENTION QUICK FACTS

<i>First 24 hours</i>	Most volunteers are lost during this period due to poor customer service skills. If the volunteer's telephone calls are not returned, or if they do not feel welcome when they enter the building they do not return. To assure that volunteers are retained during this critical period, include the front office staff in designing your volunteer program. Return telephone calls immediately, make all school staff familiar with the volunteer program, create a sense of inclusion. Plan to welcome your volunteers warmly.
<i>First Month</i>	This is the initial learning period for the volunteer. They will need on the job training, assistance and materials. The Volunteer Coordinator will need to keep in close touch with these new volunteers. Plan to have an interview with the volunteer during this period. Using proactive communication, discover how they feel about their role in the program and remediate if necessary.
<i>After Six Months</i>	The tasks performed by the volunteer must still fit their lifestyle, skills and social life. After six months, the volunteer should feel a sense of belonging, having made friends with other volunteers and staff. They may now wish to broaden their horizons by assignment to other tasks. Do not let them get bored with the situation.
<i>After the First School Year</i>	First of all, celebrate the volunteer's term of service. Share the accomplishments they have made, provide symbols of belonging, a volunteer growth plan and a commitment that you will need them next year.

VOLUNTEER



VOLUNTEER PROGRAM AWARDS



SERVICES

Volunteer Recognition and School Awards

Recognition of volunteers is an on-going process throughout the school year. Official recognition typically occurs at the end of the school year and/or during the month of February especially the week of Valentine's Day.

Recognition activities from the District Office include an Annual Volunteer Awards Program Luncheon, held near the end of the school year and hosted by Volunteer Services. All volunteer coordinators, staff liaisons, principals, county award-winning volunteers, and school based outstanding volunteers are invited to attend.

The State of Florida Department of Education recognizes the benefit of school volunteers and community involvement in education and sponsors several award programs for schools and volunteers.

This chapter is divided into the three major areas of volunteer recognition:

- Recognition by the School
- Recognition by the State
- Recognition by the District

Recognition by the School

What is Real Recognition?

People often ask for fresh, "new" ideas to recognize their volunteers, something that will excite them and make volunteers happy at the schools!

Certainly there are new, creative ideas that come up, such as writing personal thank-you notes, e-mailing a note of thanks, etc; but we believe always looking for new ideas seems to miss an important part of recognition---a sincere thank you.

Instead of using gimmicks and glitz, make the thank you sincere, timely and continuous throughout the year. Working directly with different types of people in your school, it becomes a critical responsibility to find ways to continuously recognize everyone involved. Here are some suggestions:

Put volunteer/staff recognition on your weekly "to do" list.

Keep a record of those you have praised. This will help to avoid overlooking others.

Instruct others to do the same and be sure that you remember to thank these people yourself.

Use voice mail, e-mail, and websites when appropriate. Don't forget the old standbys...an article or mention in the school newsletter is a great way to say thank you to volunteers!

As you think of new ways to recognize volunteers, make an idea list of recognition opportunities. Invite others to add to the list, so that everyone responsible for saying thank you has a reference source of creative options.

Valuable is the work that you do,

Outstanding in how you always come through,

Loyal, sincere and full of good cheer,

Untiring in your efforts throughout the year,

Notable are the contributions you make,

Trustworthy in every project you take,

Eager to reach your every goal,

Effective in the way you fulfill your role,

Ready with a smile like a shining star,

Special and wonderful-that's what you are.

Recognition Ideas for Principals

1. Put a message saluting your volunteers and partners on your school marquee.
2. Post an announcement of Florida Community Involvement in Education Week on the faculty bulletin board or in lounge about two to three weeks in advance.
3. Send a memo to all teachers reminding them of Florida Community Involvement in Education Week and encouraging them to "join in thanking all our school volunteers".
4. Mention volunteer and business partnership contributions and express appreciation in a memo, newsletter, etc. sent home to parents and partners.
5. Send individual letters (can be one standard letter to all with individual names typed in) to each school volunteer or partner.
6. Prepare a "Dear Volunteer" letter expressing appreciation and providing a coupon good for free cup of coffee in the school cafeteria or inviting volunteer to enjoy refreshments provided in the office during an appreciation activity.
7. Invite School Board members and/or district administrators to volunteer recognition events. Ask them to offer a word of appreciation to your volunteers.
8. Ask several faculty members to speak a few moments at your appreciation events on what having volunteers means to them and their students.
9. Invite your volunteers to stop by for a personal chat and coffee and donuts. You may want to give a specific time and place.
10. Send letters of appreciation to volunteer groups that serve the school: Booster Clubs, PTA/PTO, SAC, SAF; community groups that may have provided volunteer services to the school such as Foster Grandparents, RSVP, Mental Health Association, fraternities and sororities, and community service clubs; and business partners and other supportive businesses.
11. Include mention of volunteers and volunteer contributions in morning announcements over the intercom that week.
12. Encourage students and staff to express their appreciation to volunteers and business partners regularly.

Ideas for Schoolwide Recognition

1. Invite volunteers to breakfast or lunch at school on a certain day during Community Involvement in Education Week. Have students decorate tables with hand-made place mats, placards, centerpieces, corsages, favors, etc. Have volunteers RSVP so you know the number planning to attend. Hang a large sheet of paper on the wall with the message "Thank You, Volunteers" the day before volunteer luncheon; encourage students to sign it or write messages to volunteers. Involve the teachers in the event. Have them present a suitable skit, perform a song or read a poem.
2. Plan a volunteer Appreciation Party (a before-school coffee or after-school reception). Faculty members must be willing to attend in order for this to be an effective expression of appreciation. Ask a florist to donate a centerpiece and give it to a volunteer as a door prize.
3. Plan a dessert day and send out invitations that read: "Our volunteers deserve their Just Desserts! Please join us for dessert ..."
4. If you are having "an event," have students perform songs, poems and skits.
5. If you have student volunteers serving at your school do something special for them. Plan a sundae party with lots of yummy fixings or prepare goodie bags with things like pencils, stickers, gum, fast food coupons, etc.
6. Set out goodies for volunteers occasionally. Something like a bowl of candy hearts near the sign-in location would be nice, or a pretty arrangement of fresh flowers with a card saying Thanks.
7. Fix up little packages of mints for volunteers with the following message:

CONTENTS

- 1 "COMPLI-MINT" because you're so nice.
 - 1 "ACHIEVE-MINT" for your past performance.
 - 1 "ENJOYMENT" to keep you smiling.
 - 1 "COMMIT-MINT" for your continued efforts.
8. Decorate volunteer station in office with "Thank you" and "I Love You" balloons.
 9. Recognize volunteers with coffee cups, pads of papers, pens, etc. with the school insignia printed on them.
 10. Provide volunteers with appreciation certificates or consider plaques for your outstanding school volunteer nominees.
 11. Decorate a prominent bulletin board with a volunteer appreciation theme. This may include student thank you notes, poems or pictures. Examples of bulletin board ideas are "We love our volunteers" or "volunteers give from their hearts" with photos of volunteers working throughout the school or with hearts with volunteers' names in them.

12. Draw a big tree on a bulletin board and distribute cutout pieces of red paper shaped like an apple throughout the school. Students and teachers write special thank you messages to their volunteers on these apples and give them to the volunteer coordinator who will arrange them on the tree.
13. Honor your volunteers each morning on the morning announcements.
14. Hang a large, laminated banner thanking volunteers near student drop-off and pick up area.
15. Send valentines to volunteers from principal, volunteer coordinator, teachers and/or students. Can be handmade, bought or computer generated.
16. Faculty can wear buttons "We Love Our Volunteers" during Community Involvement in Education Week. These can be made at a minimal cost and can be used again in the fall for recruitment.

Just a Reminder! Provide a form for teachers to complete with names of classroom volunteers to be sure no one is missed from the volunteer sign in lists when making an invitation list for the recognition event.

Photo Wall Collage of Volunteers

Does your staff recognize the volume of services carried out by volunteers? If not, here is a great way to make them well aware.

Follow along with volunteers on routine assignments. Take a camera and snap candid photos as they perform service or participate in meetings.

Develop the photos larger than usual. Mount them in interesting groupings/angles, on a long piece of colored butcher paper or "Fadeless" paper. Choose a theme such as, "The Many Faces of Service." Create a quaint border by printing volunteer names around the outer edges. Now, display the oversized poster in a high-traffic area.

You will be surprised at the attention a photo wall gets, and it's a visible reminder of just how much volunteers contribute.

Ideas to Recognize Your Business Partners

1. For special occasions, have students serve baked goods to business partners at their place of work.
2. Provide decorations for business functions, meetings, luncheons; i.e. centerpieces, signs, etc.
3. Provide free tickets for special programs or athletic events at the school.
4. Give your business partner a plant for his or her office with a personal note.
5. Make a poster to hang at the business. Have photos of volunteers (especially people from the business) working with children, mount each photo on a colored heart and write a description of the volunteer activity beside it. At the top of the poster write "Volunteering at <<school name>>> and at the bottom of the poster write "is good for the heart!"
6. Always remember to thank businesses. Notes from students are particularly effective.
7. Provide space in the school to highlight partnership activities.
8. Provide choral or musical groups for special occasions.
9. Provide businesses with an inside look at school, tour the school and explain curriculum. Invite your partners to shadow a teacher or to participate in Broward's "Principal for a Day".
10. Put businesses on your mailing list and communicate often. Be sure they receive the school newsletters.
11. Provide visibility by submitting partnership information to be used in press releases, human-interest articles and school publicity.

Ideas for Teachers to Honor Individual Volunteers

1. Decorate your classroom door or a classroom bulletin board using any theme expressing appreciation for volunteers.
2. Make a large valentine from the whole class and have everyone sign it. Laminate it' your volunteer will treasure it forever!"
3. Invite your volunteer to the class valentine party as a special guest. Have a valentine box or bag for your volunteer and urge students to make valentines for him/her.
4. Have students draw pictures of volunteer helping in their class. Hang these on a bulletin board or wall and then give them to volunteers to keep after the celebration week. This activity would involve discussion of the concept of volunteering with students and making a list of all the things volunteers do to help at the school.
5. Find out the volunteer's birthday and provide a card, especially one signed by all the students.
6. Prepare your students to rise in a standing ovation when the volunteer arrives. This requires special preparation on the part of the teacher and the students in advance. This is an excellent way to impress upon students the value of volunteering.
7. Remember to say thank you often! Smiles and hugs go a long way!

More Thank You Ideas for School Volunteers

You're a Cracker Jack volunteer! Thank you!

Write message and tie it with ribbon around a box of Cracker Jacks.

We can always bank on your help! Thank you!

Attach a thank you note to a child's bank and tie with ribbon.

You are a key to the success of our students! Thank you!

Glue an old key (spray painted gold) to a piece of paper folder double. Cut a key shape about 1 inch bigger than the key all around, write your message inside, punch a hole and tie with a piece of ribbon like a key chain.

Thanks for your help---it tops everything off just right!

Write your message and tie with ribbon to a jar of ice cream topping or a jar of salsa.

You're a real lifesaver!

Write message and tie to pack of Lifesavers.

Thanks for all the thyme you give to help our students.

Write message and tie to tiny potted thyme plant or to a box of seasoning.

We'd all go nuts without your help---thanks!

Write message and tie to a can or bag of nuts. If you really want to go all out, make a batch of spice walnuts or pecans and put them with the message.

Just to set the record straight---you're wonderful!

Write message and tie to a phonograph record or a piece of black construction paper cut like a record with white paper put in the center to resemble a record's label.

You are SEW helpful---thanks for all you do for our school!

Write message and tie to a small sewing kit.

Face it---you make a difference in the lives of our students. Thanks for all you do.

Tie message to a small mirror.

Volunteer Recognition Awards

Volunteer Services has developed the Program Manager's Handbook/Annual Supplement as your resource for specific information on each award type, criteria, due dates and application forms. Please contact Volunteer Services if you have not received your copy of this directory.

The Florida Department of Education's Five Star School Award ★★★★★

The Five Star School Program recognizes schools that have exceptional community involvement. The purpose of this program is to provide a yardstick for schools to use as an annual self-analysis of their level of community involvement.

The goal of the Five Star School Award Program is to interlock school volunteers, business partnerships, family involvement, school advisory councils and youth community service and create a picture perfect community involvement program. This program should reflect the school's commitment to planning, training, recognition and other elements necessary for effective community involvement within the school.

This is an annual award and successful schools will receive a certificate of designation from the State of Florida Commissioner of Education.

Each fall Volunteer Services sends out an application packet for the Five Star School Award. The principal is encouraged to designate one individual to chair a committee to assist with the documentation and preparation of an extensive portfolio that will accompany the application.

Refer to the Annual Awards booklet for specific due dates and forms needed to apply for this award. Contact the Volunteer Services Department if further information is needed.

The Florida Department of Education's Golden School Award and Silver School Award

Schools with exemplary citizen volunteer programs can apply to receive the annual Golden School Award. Secondary schools with exemplary student volunteer programs can apply to receive the annual Silver School Award. The Florida Commissioner of Education determines the criteria and issues these awards.

Guide to Determining Approved Volunteer Hours for Award Purposes

All volunteer service hours must be documented, whether in the form of sign-in logs or electronic tracking. The documentation must be available for possible audit and should be maintained as a part of the school's records. All fundraising activities to purchase educational materials or materials to improve the physical setting may be counted. Volunteer hours spent in assisting in the classrooms, media center, mentoring and tutoring all count. Volunteers assisting with special events may also be counted. Hours of students volunteering to help other students count. All booster club work counts. Field trip chaperones may count up to eight (8) hours per day. Volunteers assisting with health screening count. School Advisory Council hours count, except for work done during regular duty hours by school staff.

Work done by teachers that is not a part of their regular duties, or for which they receive no stipend or compensatory time counts. A teacher who spends extra time preparing lessons or grading papers may not count that time. A club or activity sponsor who receives a stipend for that work may not the time as volunteer hours.

Guide to Counting Student Volunteer Hours for the Golden and Silver School Awards

Secondary school student volunteer hours can count for both Golden and Silver School Awards **ONLY if the students are volunteering at their own school.**

Situation #1: Plantation High School students are volunteer tutors for other Plantation High students.

Response: These volunteer service hours count for both Golden and Silver School Awards for Plantation High School.

Situation #2: Plantation High School students tutor at a neighborhood elementary school.

Response: Plantation High can count the hours for Silver School Award, but not for the Golden School Award. The elementary school can count these hours for their Golden School Award.

The Golden School Award (GSA)

To receive this award, elementary, secondary or adult schools must meet the following criteria set up by the State of Florida:

- Present a staff training program involving at least 80 percent of school staff which focuses on effective utilization of volunteers and community partners,
- Designate a person, either paid or unpaid, to coordinate the volunteer program,
- Record volunteer service hours equal to at least twice the school's student enrollment. Any volunteer hours that contribute to student academic improvement may be counted. The Florida Department of Education permits estimating hours through the end of April ONLY.

Only hours of registered volunteers will count towards the total for Golden School Award.

Refer to the Annual Awards booklet for specific due dates and forms needed to apply for this award. Contact the Volunteer Services Department if further information is needed.

The Silver School Award (SSA)

Secondary schools that sponsor a program for students to volunteer in schools are eligible to receive the Silver School Award. **This award is only for secondary schools and only for student volunteers.**

To count the students' volunteer service hours for the Silver School Award, the service must be to help other students achieve. In addition, it must be truly voluntary. Students cannot do the service as a part of a classroom assignment or to earn a varsity letter.

To receive the Silver School Award, secondary schools must meet the following criteria established by the State of Florida:

- Designate a Volunteer Coordinator at both the school that sends the students and the school that receives the student volunteer,
- Provide training for both student volunteers and the faculty of the receiving school.
- Record student volunteer hours equal to at least one half the total number of students (FTE count) in the secondary school. The Florida Department of Education allows schools to estimate hours through the end of April ONLY.

Refer to the Annual Awards booklet for specific due dates and forms needed to apply for this award. Contact the Volunteer Services Department if further information is needed.

Florida PTA & The Florida Department of Education's Parent Involvement Award

This award, sponsored by the Florida PTA and the Florida Department of Education, recognizes schools that develop successful programs to promote parent and family involvement in education.

Only information included on the application form will be considered. Attachments will not be reviewed. Broward County can submit two family involvement programs, one from elementary and one from secondary schools.

Each nomination should reflect an innovative practice for recruitment, training, and/or recognition of parents and other family members. These efforts may focus on parenting skills, removing barriers, communicating, volunteering, training at school or at home, decision making, and/or collaborating with the community. Nominated programs do not have to be PTA related.

The deadline for submitting the original application and six (6) copies to the Volunteer Services Department will be in mid March. The specific deadline will be announced later in the school year.

Refer to the Annual Awards booklet for specific due dates and forms needed to apply for this award. Contact the Volunteer Services Department if further information is needed.

The Florida Department of Education's Outstanding Volunteer Awards

Annually, the Florida Department of Education and The School Board of Broward County, Florida, recognizes outstanding volunteers who give of their time and talents to benefit our students and schools.

Your school is invited to nominate **ONE** Volunteer in each of these categories: Student, Adult, Senior and Volunteer Program Organizer.

Outstanding volunteers will be recognized, and awards will be presented to the “Volunteer of the Year” in each of the five categories, at the Annual Awards Event in April.

Refer to the Annual Awards booklet for specific due dates and forms needed to apply for this award. Contact the Volunteer Services Department if further information is needed.

Hours of Service Award

(All award recipients must have completed an annual volunteer application.)

The Hours of Service Award will be awarded to eligible volunteers for their service to Broward County students. Lapel pins will be sent to schools throughout the school year.

At least two weeks before your school's presentation ceremony, submit the Hours of Service Award nomination form and supporting documentation of at least 200 hours of volunteer service. **Please make sure that the name appears exactly as that on the annual volunteer application. This is normally the volunteer's legal name.**

Volunteers are eligible for a Hours of Service Award if they have supported the school's volunteer program by:

- Participating in an orientation and/or training session
- Completing an annual volunteer application. **Documentation of current year's application must be submitted with the Hours of Service nomination form**
- Donating at least 200-hours of documented service to the school in instructional, instructional related, health screening and/or fundraising activities
- Recording at least 200 volunteer service hours. **Documentation of the volunteer's service hours must be submitted with the nomination.** Please note: Since some volunteers help at two schools, please check with the other school to see if the TOTAL volunteer time equals 200-hours.

Five-Year Service Award

The Five-Year Service Award recognizes those volunteers who have officially received four Hours of Service Pins already and have now fulfilled the requirements for a fifth Award. The Five-Year Lapel Pin replaces the fifth Hours of Service Award. **It is not an additional pin.**

Please remember that the Five-Year Service Award is not recognition of being a school volunteer for five years, but is awarded after receiving four other Hours of Service Pins in combination with earning a fifth Award.

Review your volunteer attendance records for those volunteers who have already earned four (4) Hours of Service pins. If your school has potential five-year pin recipients, please fully complete a form for them and Volunteer Services will check their eligibility.

Refer to the Annual Awards booklet for specific due dates and forms needed to apply for this award. Contact the Volunteer Services Department if further information is needed.

Ten-Year Service Award

The Ten-Year Service Award recognizes those volunteers who have officially received nine Hours of Service Pins already and have now fulfilled the requirements for a tenth Award. Rather than being an additional pin, the Ten-Year Service Award replaces the tenth Hours of Service Award.

Please note that the Ten-Year Service Award is not recognition of being a school volunteer for ten years, but for receiving nine other Hours of Service Awards in combination with earning a tenth Award.

Review your volunteer attendance records for those volunteers who have already earned nine (9) Hours of Service pins. If your school has potential ten-year pin recipients, please fully complete a form for them and Volunteer Services will check their eligibility.

Refer to the Annual Awards booklet for specific due dates and forms needed to apply for this award. Contact the Volunteer Services Department if further information is needed.



The School Board of Broward County, Florida

Lori Alhadeff
Maura McCarthy Bulman
Adam Cervera, Esq.
Debra Hixon
Dr. Jeff Holness
Sarah Leonardi
Nora Rupert
Rebecca Thompson
Dr. Allen Zeman

Dr. Howard Hepburn
Superintendent of Schools

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities Benefits/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

browardschools.com