

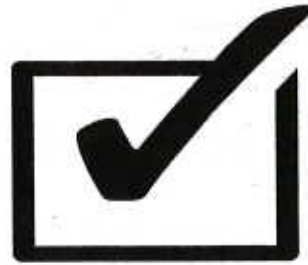
LAUNCHING

School Volunteer Campaign

- 1) Read and understand Bulletin-5678.1 (Establishing and Administering School/Office Volunteer Programs).
- 2) Identify the authorized person at my school to process the online volunteer applications.
- 3) Have a meeting with the school principal about the school's goals for using volunteers.
- 4) Distribute a Parent Volunteer Survey to see if parents have an interest in volunteering and/or if they have a special area of interest. (Survey will be available online)
- 5) Distribute a Teacher Volunteer Survey to see how parents' skills can best be utilized. (Survey will be available online)
- 6) Invite parents to volunteer at school. You can:
 - make flyers ("job announcements" for great volunteers)
 - create a calendar of volunteer opportunities
 - display a "Volunteer Hall of Fame" at school (include pictures of parents volunteering)
 - use Connect-Ed, place an announcement in the school bulletin/marquee
 - make an announcement in classrooms and ask students to encourage their parents to volunteer at school
 - make announcements at ELAC and SSC meetings
 - ask current volunteers to invite a friend or comadre
 - enlist the help of classroom teachers to encourage the parents of their students, etc.
- 7) Make a referral list of TB testing sites available for parents.



8) Obtain a copy of the LAUSD School Volunteer PowerPoint and make a presentation at your school. (Get the presentation from your Parent Educator Coach.)



9) Make sure there are hardcopies of the School Volunteer Application available in the main office.

10) Meet with the principal to discuss the fundraising possibilities to help offset the cost of fingerprinting.

11) Maintain a friendly demeanor and environment to make volunteers feel welcomed.

12) Call PCSB at (213) 481-3350 if you have any questions about the School Volunteer Applications that have been submitted.

13) Maintain a volunteer log by using a sign-in and sign-out sheet for the purpose of monitoring weekly hours.

14) Maintain a weekly/monthly volunteer schedule so that volunteers are aware of their assigned duties.

15) Organize all volunteer materials in binders or file cabinets.

16) Recruit dads- "Wanted: A Few Good Men."

17) Give both old and new volunteers a school tour to introduce them to new staff members. Inform volunteers of any new policies and procedures at your school this year.

18) Ensure student safety by monitoring that all school volunteers have been processed, verified, approved and use their volunteer badge while on school premises.

19) Facilitate volunteer in-services (i.e., Volunteer Code of Conduct, Team Building, Conflict-Resolution) as needed and call upon the Parent Educator Coach for assistance and guidance.

2

20) Invite another Parent Center Staff member to visit your school to see your Volunteer Program.

21) Meet with the principal and others to evaluate your school's volunteer program.

22) Thank volunteers publicly. You can do this at parent meetings, school assemblies (yes, in front of the students!) and staff meetings. Let them know how their generosity impacts learning at school.

23) Visit another school to see their Volunteer Program.

24) Thank volunteers privately. Send a note, send chocolate or simply let them know about the quality of their work, how well they interact with others, their great attitude, their punctuality and attendance, how dependable or flexible they are, etc.



25) Provide volunteers with an orientation.

An orientation should include:

- Vision and mission of the district and the volunteer program.
- Policies and procedures, which the volunteer must agree to. These could include, among others:
 - Sign-in
 - Attendance
 - Visitors
 - Emergency Procedures
 - Recognition
 - Dress code
 - Confidentiality
- Safety Issues
- Legal and liability issues
- A tour of the volunteer office space, where to hang coat, etc.

In training, the volunteer should:

- Learn how their work impacts students, families and the school.
- Learn about the population served, if students have special needs and how they should be treated (with respect, high expectations).
- Learn about roles. Go over each section of the job description.
- Learn important information about the school safety plan.
- Tour the volunteer's work area.
- Discuss all procedures, from recording hours to total time commitment, punctuality, absences and attendance policy.