

**Wakulla County Schools  
VOLUNTEER COORDINATOR HANDBOOK**

**2018 - 2019**



This handbook outlines the responsibilities of the school-based Volunteer Coordinator.

**Superintendent**  
Robert R. Pearce

**Wakulla County School Board**

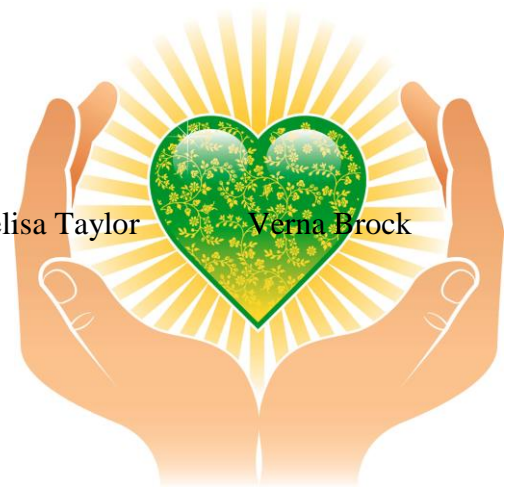
Becky Cook

JoAnn Daniels

Greg Thomas

Melisa Taylor

Verna Brock



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# VOLUNTEER PROGRAM

## Timeline of Events/Deadlines

### August/September

- Recruit volunteers
  - Application –online at <http://wakulla.schooldesk.net> and click on the Volunteer/Mentor tap
  - Online application is preferred, or they may come in and fill out an application on a school computer.
- Train volunteers (each one should receive a Volunteer Handbook)
- Prepare sign-in list/process for school volunteers and mentors (mentors will have ID badges; nametags ~~should~~ must be available for volunteers)
- Created database for school.
- Train faculty – requirement of Golden School Award

### October

- **Solicit nominations for Outstanding School Volunteer** (nomination form available from district office).
- Monitor sign-in sheets.

### November

- **Turn in nominations for Outstanding School Volunteer**
- Monitor sign-in sheets

### December

- Recognize school volunteers for Christmas – school-based decision
- Monitor sign-in sheets

### January

- NATIONAL MENTOR MONTH
- Monitor sign-in sheets.
- **Solicit nominations for Parent Involvement Award** (applications available from Instructional Services Office).

### February

- Monitor sign-in sheets.
- **Turn in nominations for Parent Involvement Award to Instructional Services Office.**

### March

- Monitor sign-in sheets.

### April

- NATIONAL SCHOOL VOLUNTEER MONTH
- School Volunteer Week – recognition occurs at the school level
- Monitor sign-in sheets.

### May

- Monitor sign-in sheets.
- Annual School Volunteer Report due to Instructional Services Office by last day of post planning (form provided).

### June

- Five Star School Award Nominations Due to Instructional Services Office by June 1<sup>st</sup>.

## **HOW IS THE VOLUNTEER PROGRAM ORGANIZED?**

The local school volunteer program has six (6) vital steps to be accomplished annually. Those steps include training, recruiting, orienting, monitoring, and evaluating at each school. Each step is discussed individually below.

- 1. Training -** All members of the school staff who will be involved with the volunteer program must be trained annually. This training should include how the program will operate, the roles and responsibility of staff members, goals of the program, budget criteria and strategies for the implementation.
- 2. Recruiting and Registration -** Recruitment is an ongoing process of engaging volunteers for service. It is the most challenging part of the program! Once recruited, volunteers must complete a district application to provide the information necessary for background checks. This is imperative for protecting the security of our students.
- 3. Orientation -** All volunteers must be aware of the program's guidelines and policies, and it is the School Volunteer Coordinator's duty to provide an orientation session whenever needed during the year. All volunteers are expected to participate in an orientation prior to actually volunteering in the school or at school activities. Tips for conducting an orientation are found in this handbook.  
In addition, school staff must be provided with an orientation each year. This is a requirement of the Golden School Award. Tips for conducting this orientation are found in this handbook.
- 4. Monitoring -** Each school needs to monitor and report progress of the program to teachers, staff members, volunteers and district administration regularly. A log of hours ~~must~~ be kept will be kept in the Raptor Technologies program. Hours are reported to the district office in the Spring of each year.
- 5. Evaluating -** Annually the volunteer program should be evaluated to determine areas strengths and weaknesses. The result of this process is then used to improve the volunteer program.
- 6. Recognition -** Look for ways to recognize volunteers throughout the year. Remind teachers to do the same. Special dates are noted on the Timeline, but recognition can occur at any time during the year. Look for those special volunteers that may be eligible for regional and state awards.



## ROLES AND RESPONSIBILITIES of the SCHOOL VOLUNTEER COORDINATOR

The responsibilities of the School Coordinator and the Parent Volunteer Coordinator includes, but are not limited to:

1. Organizing the volunteer recruitment program for their schools and recruiting volunteers.
2. Maintaining a current list of ALL volunteers
3. Organizing and conducting the volunteer orientation sessions.
4. Conducting an annual orientation on school volunteers for the school faculty.
5. Maintaining program records.
6. Communicating pertinent information to volunteers at their schools.
7. Acting as a liaison between school personnel and volunteers at their schools.
8. Conducting public relations activities.
9. Consulting with principal and District School Volunteer Coordinator as needed.

Although initial responsibility for the above is with the School Coordinator and the Parent Volunteer Coordinator, the principal is ultimately responsible for all programs implemented at his/her school. Therefore, it is necessary that all Volunteer Coordinators work closely with the principals and consult with their principals prior to implementing volunteer program activities.



### VOLUNTEER CLASSIFICATIONS

**Community Resource Volunteers** are defined as “one time only” presenters who participate in a variety of different forums including, but not limited to, career days, craft presentations, technical presentations, or academic lectures. As such, they are guests on the school grounds and must abide by all policies, procedures and guidelines. As well, speakers must show a form of ID, sign in on the form included in this manual, and be escorted to and from their school destination. They must sign out prior to leaving the building. At no time may he/she be left alone with students. *It is not necessary to register the Community Resource Volunteer as a school volunteer UNLESS he/she will continue in that capacity.* Their hours may count towards the Golden School Award. The sign-in sheet should be submitted to the Curriculum Office annually. Field trip volunteers (chaperones) are NOT included in this category.

**Registered** – This volunteer has completed the application form and been checked against the Sexual Predator/Offender Registry as well as the National Criminal Database. Any issues noted on the application have been checked out, and the volunteer is marked as approved to serve in whatever capacity the principal

assigns him/her. All field trip volunteer, even if they only accompany students on one field trip, must be registered volunteers.

**Level II** – These volunteers have been fingerprinted and cleared through the district office. volunteer coaches, athletic and cheerleading, mentors, and overnight chaperones must have this level of clearance before working with students.

## **BACKGROUND CHECKS**

### **Sexual Predator/Offender Registry**

**ALL** volunteers must be checked annually against the FDLE Sexual Predator/Offender Registry ***prior*** to being placed in ANY volunteer position. Raptor Technologies will also run the volunteer information against the National Database for an additional check.

The Volunteer Coordinator in conjunction with the school principal is responsible for assuring that **ALL** volunteers have been checked against the registry. The Instructional Services Office will assist with this.

- a. Names should be entered into the database by completing the application at <http://wakulla.schooldesk.net>. This can be done by the volunteer.
- b. You will be able to view and print the names of the approved volunteers.
- c. Community Resource Volunteers (remember that this does not include chaperones) do not have to be checked on the day they are at the school. However, their names are submitted to Instructional Services annually and are checked there. The only reason we are not requiring the school to check a Community Resource Volunteer on the day of the activity is that these volunteers are escorted to and from classes and are not left alone with any student.

Additional volunteers who apply during the year must also be checked, including those who volunteer as a chaperone for a field trip.

### **Level II Clearance**

The following volunteers require Level II Clearance.

Volunteer Coaches (athletics, cheerleading) – People who serve in these positions as volunteers must have Level II clearance. The school principal must approve their application, and the school is responsible for the cost of the fingerprinting.

Overnight Chaperone – People who have volunteered to attend an overnight field trip must have Level II clearance and they will be responsible for the cost of fingerprinting.

Note: Mentors are placed and receive clearance through the District Mentor Program. The cost of finger prints is covered by the district.

### **Mentor Placement Process**

1. Teacher or other school personnel identifies a student who could potentially benefit from a mentor.
2. Teacher or other school personnel completes a Student Referral Form and gives it to the school Guidance Counselor

3. School Guidance Counselor contacts parent regarding the student referral and presents the mentor option.
  - a. Your child has been identified as a student who may benefit from a positive role model in the community.
  - b. The WCSB has a District Mentor program to provide support for students who are identified.  
Guidance Counselor will now ask the parent to sign a mentor permission form. This form will be kept in the student's cumulative folder.
4. At this point, the guidance counselor communicates with the district volunteer/mentor coordinator to begin the mentor assignment process.
  - a. The district volunteer/mentor coordinator will work with the guidance counselor to identify a mentor for the student and obtain appropriate clearance.
  - b. The district volunteer/mentor coordinator will work with the school to provide mentor training as needed.
5. Maintain a Mentor Log at the school site. These should be checked and hours totaled monthly.
6. Be sure that all pertinent personnel have a current list of active mentors at your school:
  - a. School Secretary
  - b. Administration
  - c. Receptionist
  - d. Teachers of students who are served by mentors
  - e. District Volunteer/Mentor Coordinator

### **Special Concerns**

The volunteer application form now requires an individual's social security number so this can be run against both the sexual offender/predator and national criminal database. If there a hit the District Volunteer Coordinator along with District Safety and Risk Coordinator will receive an alter email. At this time additional scrutiny measure will take place.

If someone at school level has a concern about the background of a volunteer applicant, he/she may request that the district office conduct additional screening before approving the volunteer. These requests should be directed to Instructional Services office.

### **CONFIDENTIALITY**

Anyone serving in the capacity of School or Parent Volunteer Coordinator is bound by confidentiality requirements. No information gleaned from volunteer applications or contact with other volunteers or school personnel may be shared with anyone (including the volunteer's supervising teacher) other than the school principal or the District Volunteer/Mentor Coordinator.

## **CONDUCTING THE FACULTY STAFF ORIENTATION**

This training should be held early in the school year prior to the assignment of any volunteers. It should cover the following topics:

- How to request a volunteer
- How to request a mentor
- What to do if a parent asks to volunteer
  - The importance of the application
- The importance of having parents register as volunteers early in the year
- Sign-in and Sign-out Requirements (including name tag requirements)
- Why we have approved volunteers
  - Insurance Requirements
  - Safety of students
  - Management of the school environment
- Teacher responsibilities when working with a volunteer (see page 9)
- Confidentiality
- Any school guidelines
- Recognition of volunteers
- What to do if there is a problem with a volunteer
- Contact information for the School Volunteer Coordinator

## **CONDUCTING THE VOLUNTEER ORIENTATION**

This training should be held whenever a new volunteer or group of volunteers is registered. It should cover the following topics:

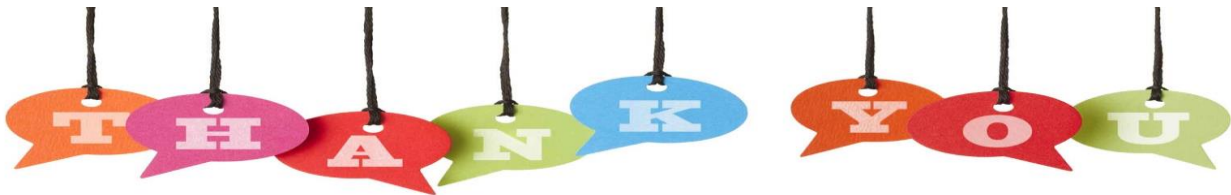
- Sign-in and Sign-out Requirements (including name tag requirements)
- Why we have approved volunteers
  - Insurance Requirements
  - Safety of students
  - Management of the school environment
- Guidelines for Volunteers (see the Volunteer Handbook)
- Any school guidelines or grade-level specific information
- Confidentiality
- What to do if there is a problem with a student or teacher
- Contact information for the School Volunteer Coordinator
- Thanks for their willingness to serve



## ROLE AND RESPONSIBILITIES OF THE TEACHER

1. Have a positive attitude toward volunteers.
2. Participate in orientation on use of volunteers.
3. Assure that volunteers are signed in and identified by a volunteer badge
4. Provide adequate preparation and planning for using the volunteers.
5. Prepare students for the volunteer.
6. Demonstrate the appreciation of the teacher and student(s) for the work of the volunteer(s).
7. Evaluate what happens in volunteer sessions, and make adjustment based on your reflections.
8. Provide feedback to the volunteer.
9. Give volunteer an opportunity to give you feedback.
10. Avoid giving the volunteer discipline problems.
11. Provide sufficient directions to volunteer.
12. It is helpful to provide a packet that contains the class schedule, a class roster, and other pertinent information to which the volunteer can refer. A designated place to leave directions and/or work will also help you fully utilize your volunteer's time without interrupting your class.
13. Teachers should see that volunteers **do not**:
  - a. Diagnose learning problems
  - b. Provide initial instruction
  - c. Make parent contacts about student achievement or behavior
  - d. Evaluate students (grade, report cards, cum records, etc.)
  - e. Write comments on papers that go home
  - f. Discipline or punish students
  - g. Have lone responsibility for a class\*

\*Those volunteers who have been fingerprinted, received Level II clearance, and have participated in Substitute Teacher Training may provide supervision in a classroom for a short period of time when directed to do so by the school principal.



## CRITERIA for COUNTING VOLUNTEER HOURS

Each school is unique in its composite of parental involvement, business support, and community interaction. Therefore, the recording of volunteer hours will look a little different at each school.

The true measure of a school's volunteer program cannot be reflected solely by the number of hours amassed; however, consistent collection of this data is important as documentation for:

- A baseline measure of each school's individual success in community and parental involvement
- School Improvement Plan benchmarks
- Volunteer Recognition
- Title I requirements

To ensure the consistent reporting of volunteer hours, please adhere to the following criteria:

- ALL volunteers must complete a volunteer registration form ([wakullaschooldistrict.org](http://wakullaschooldistrict.org)) and receive the Volunteer Handbook. Volunteer orientations may be held on a group or individual basis.
- Student/youth volunteer hours are counted only for time spent before and after school; activities during school hours are not counted. Only hours directed on activities performed to directly benefit the school or its students may be counted. Regular meeting times, or volunteer time on other community projects may not be counted.
- Faculty orientation on volunteer services – a minimum of 80 percent of the school staff must participate in training related to school volunteerism as a criterion for the *Golden School Award*.
- Time spent at PTA, PTO and SAC meetings may be counted for those parent/volunteers who have completed a Volunteer Registration Form.
- Volunteer activities performed off the school campus, such as preparing classroom materials, baking, telephoning, etc. may be counted.
- Field trip chaperones may count their hours for the entire period of the trip, including sleep time. A sign-in, sign-out sheet can be provided at the beginning and end of the trip. All chaperones must have completed a Volunteer Registration Form.
- Students in clubs and organizations may count the hours for the specific activities that directly benefit the school (i.e., after school homework assistance, campus beautification, fund-raising to purchase school equipment/materials, etc.). Students may NOT count hours for regular meetings, social functions and fund-raising activities for trips.
- Parent and community volunteers involved in band and sports booster clubs MAY count all their hours in service to the club.

The overwhelming majority of volunteers generously give their time and talents, with little regard to their own personal recognition. Their greatest reward is in knowing that they are making a positive difference for our students and teachers. With that, many volunteers don't realize the importance of recording their volunteer hours by signing in and signing out. **PLEASE request that teachers and staff members who work directly with volunteers remind the volunteers to sign in and sign out.**

## AWARDS

### ▪ Golden School Award

- Implement staff training program on volunteerism in which a minimum of 80% of the school staff have participated during the school year.
- Designate a School Volunteer Coordinator to provide leadership for the school volunteer program.
- Fulfill a total number of hours in volunteer service that equals twice the number of students enrolled in the school. Volunteer service will be in the areas that support instruction.

### ▪ Outstanding School Volunteer Award

- presented annually to school volunteers who have shown outstanding dedication and commitment to quality education in Florida. A student, adult, and senior volunteer from each of the five Florida regions is honored by the Commissioner during a luncheon at the statewide Florida Partners in Education Conference in the spring of each year. Volunteers are selected based on:
  - *number of hours,*
  - *years of service,*
  - *unusual contribution, and/or*
  - *characteristics of services rendered.*
- application is available from the district office

### ▪ Parent Involvement Award

- sponsored by the Florida Parent-Teacher Association (PTA) and supported through business partnerships. School-level parent involvement programs are evaluated on their:
  - *impact on family involvement*
  - *ability to be replicated*
  - *relationship to the goals and objectives of the school*
  - *participation of parents/families in the planning and implementation*
  - *uniqueness and innovation*
  - *impact on school improvement*
  - *method of funding*
  - *partnerships*

Information on the Awards is found on the Timeline at the beginning of this book and distributed throughout the school year. School Volunteer Coordinators are encouraged to recognize and nominate outstanding volunteers for appropriate awards.

## **FORMS**

1. School volunteer Program Annual Survey Information
2. Speaker Sign In
3. Volunteer Coach Form
4. Speaker Sign In
5. Mentor Forms
6. Field Trip Volunteer Orientation Form

**SCHOOL VOLUNTEER PROGRAM ANNUAL SURVEY INFORMATION  
2018/2019**

*Due to District Office by May 17th*

School: \_\_\_\_\_ Volunteer Coordinator: \_\_\_\_\_

Date that staff training was held: \_\_\_\_\_

Number of students enrolled in school: \_\_\_\_\_

**Volunteer Statistics: (This includes mentors.)**

Age Group	Number of Volunteers
Under 21	
21-61	
62 + years	
<b>TOTAL</b>	
<b>Total Number of Volunteer Hours (including mentor hours)</b>	

**How Many of Total volunteers are Mentors?**  
(Use approximate numbers if necessary.)

Volunteer Group	Number of Volunteers	Number of Hours
Collegiate		
State Government		
Military/ROTC		
Business Partner		
Take Stock in Children		
Boys & Girls Club		
HOSTS		
AmeriCorps		
Big Brothers/Sisters (BBBS)		
Other		



## Speaker Sign In

**Community speakers** are defined, for the purposes of this sign in sheet, as “one time only” presenters who participate in a variety of different forums including, but not limited to, career days, craft presentations, technical presentations, or academic lectures. As such, they are guests on the school grounds and must abide by all policies, procedures and guidelines. As well, speakers must show a form of ID, sign in on the form below, and be escorted to and from their school destination. They must sign out prior to leaving the building. *It is not necessary to register them as a school volunteer UNLESS they will continue in that capacity.*

*Their hours may count towards the Golden School Award.*

School Year \_\_\_\_\_ Organization \_\_\_\_\_

Name	Date	Time In	Time Out	Teacher/Site of Service	Activity	Total Hours



# VOLUNTEER COACH FORM

**NOTE: You must have a Level II clearance badge issued by the WCSB PRIOR to being on the field/court/track/etc. in the capacity of Volunteer Coach.**

**Directions:**  
**Step 1:** Applicant Completes Sections 1 and 2 of this Form  
**Step 2:** Applicant Submits Form to the Athletic Director for Signature  
**Step 3:** The Athletic Director Submits Form to Principal for Approval (Section III)  
**Step 4:** The Principal forwards the Form to the Human Resources Department at the District Office  
**Step 5:** The Human Resource Department will call the applicant to schedule an appointment for fingerprinting.  
**Step 6:** The applicant is fingerprinted and receives badge upon clearance.

**Section I:**

Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
Team or Sport \_\_\_\_\_ School \_\_\_\_\_  
Date Available to Begin \_\_\_\_\_

**Section II: APPLICANT COMPLETES THE FOLLOWING:**

Please check all that apply.

- Current CPR/First Aid Card. Expiration Date: \_\_\_\_\_
- Level II clearance (requires fingerprinting).
- (Wakulla County School District is authorized to collect, use or release social security numbers (SSN) of employees and other individuals for the purposes of criminal history, level 1 and level 2 background checks/identifiers for processing fingerprints by Department of Law Enforcement, if SSN is available {Required by Fla. Admin. Code 11C-6.003 and Fla. Stat. § 119.071(5)(a)6 & Fla. State. 943.04351}
- Completed the Volunteer Registration Form. Attach copy.
- Principal's Signature (see below)
- Applicant's Signature \_\_\_\_\_
- Athletic Director's Signature \_\_\_\_\_

**Section III: PRINCIPAL COMPLETES THE FOLLOWING:**

I recommend that this person be cleared to serve as a Volunteer Coach during the

\_\_\_\_\_ school year for \_\_\_\_\_ School. I further authorize HR to fingerprint volunteer and charge the costs to this school.

\_\_\_\_\_  
Principal's Signature Date  
Forward completed form to Human Resources for Level II Clearance.



## Permission for the School MENTOR Program

Dear Parent:

Your son or daughter will have the opportunity this year to voluntarily participate in the \_\_\_\_\_ School Mentor Program. Through this program, your child will be paired with an adult who will be both a friend and a supporter. These adults have volunteered to give personal attention, to serve as role models, and to provide an understanding of the work ethic and career performance and motivation. Participating students meet with their Mentor on campus.

If you approve of your child's participation in the Mentor program, please sign the form below and return it to \_\_\_\_\_, the Guidance Counselor, in the envelope provided. You may call \_\_\_\_\_ at \_\_\_\_\_ if you have any questions about this program.

Respectfully,

Guidance Counselor

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I give permission for my child, \_\_\_\_\_ to be involved in the \_\_\_\_\_ Mentor Program.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



Wakulla County School Board

Field Trip Volunteer Orientation Form

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Page 2 is for distribution to Field Trip Volunteers- see instructions below.

Teachers should send this form (page 2) to parents or others who wish to chaperone. The form must be signed and returned prior to the trip. Teachers should maintain the signed form.

*Wakulla County Schools*  
**Orientation for Field Trip Volunteers**

*Thank you for agreeing to serve as a chaperone for our students. Here are a few reminders to help make this a successful and safe trip.*

**Date of Trip:** \_\_\_\_\_ **Destination:** \_\_\_\_\_

**Time Chaperone should be at school:** \_\_\_\_\_ **Anticipated Return:** \_\_\_\_\_

**Please review the following prior to the trip. Refer any questions to the teacher. Return this form to the teacher prior to the scheduled field trip.**

1. Chaperones must have completed a Volunteer Application and been approved prior to going on a field trip.
2. Chaperones must adhere to appropriate dress codes.
3. Chaperones must sign in and out.
4. Chaperones must wear an identification badge at all times.
5. The teacher should provide a list of students for whom the chaperone is responsible on the trip.
6. Chaperones must ride on the transportation with the students to and from the destination, or as prearranged with the school.
7. Chaperones may not bring other children or adults with them.
8. Chaperones must maintain contact with their assigned group of students at all times.
  - a. Students are not allowed to participate in anything that violates school policy while on a field trip.
  - b. If a chaperone has difficulty with a student, the teacher should be contacted immediately.
9. Chaperones may not administer medication of any type. This includes Tylenol.
10. Tobacco use is not permitted in the presence of students.
11. Chaperones are expected to model appropriate language to students. This means that cursing is not permitted.
12. A chaperone may not drive a school vehicle unless he/she has been previously cleared by Pat Jones, Coordinator of Transportation. At no time should a chaperone transport a student in a personal car.
13. No student from your group should be allowed to go off with another adult or group.
  - a. If a parent who is not a chaperone is on the trip, they may not be given charge of any student. They may walk with the group of which their child is a part.
  - b. Any questions must be referred to the teacher/administrator.
  - c. Students may not be released to parents without prior administrative approval.

*School trips would be impossible without the support of volunteers to chaperone our students. We appreciate the commitment of time and energy on the part of our chaperones. Our goal is to provide educational experiences away from school while maintaining a safe environment for our students.*

**I have read the above and agree to adhere to the requirements while chaperoning students.**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**