



*Celebrating Our Heritage,
Soaring to New Heights.*



**Volunteer Program
2011-2012**

*Helping Students and Teachers,
Strengthening our School Community*



Sweet Home Central School District Heritage Heights Elementary School

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Scott S. Wolf, Principal

Dear Heritage Volunteer:

I want to welcome you to our volunteer program. Your participation in our school community makes a significant difference. Successful, healthy schools depend on volunteers. When you volunteer you give of yourself, your time and energy. In big and small ways all these things really matter, especially to our children.

There's one more thing true about volunteering. You get as much out of it as you put into it! And often, you get a whole lot more. So, roll up your sleeves and get involved. Start by reading this booklet. It will answer some of your questions and give you other ideas to think about. It will also show you ways of getting the most out of volunteering. If at any time you have any questions or concerns, don't hesitate to contact me. My office staff is also available to serve you. Just ask.

I trust the time you spend in our school is fulfilling. I truly believe by using their time and talents to help students and teachers, volunteers strengthen our school community.

Sincerely,

A handwritten signature in black ink that reads "Scott S. Wolf". The signature is written in a cursive style with a large, stylized 'S' at the beginning.

Scott Wolf, Principal

Heritage Heights Elementary School Volunteer Program

Annual Procedures:

- a. Volunteer Program Coordinator – A parent volunteer(s) serves as a coordinator of the program and works in collaboration with the Principal and staff liaisons to establish the guideline, procedures, expectations and goals for the program. This year's co-coordinators are **Mrs. Gloria Territo and Mrs. Samantha Shiel**. **Mr. Salvatore Glorioso**, our school counselor, serves as our liaison with M&T Bank and coordinates our M&T Mentor Program.
- b. The parent volunteer coordinator works with classroom teachers to recruit room parents. Room parents and teachers are invited to a Room Parent's Tea in late September to get acquainted and discuss classroom needs.
- c. Materials are prepared and modified to meet the program's needs – these include the Staff Request for Services, Parent At-Home Volunteer forms, Parent In-School Volunteer forms and Parent Orientation materials.
- d. A program description and Volunteer Applications (At-Home and In-School forms) are sent home with children so that interested parents can sign up. Completed forms will be forwarded *to the office* via the child's teacher.
- e. All interested volunteers must submit an application and return it *signed* confirming they have read and understand the rules and concepts of the Volunteer Program.
- f. The coordinator works with teachers, staff and parents to make assignments. Once the volunteer accepts an assignment, a confirmation of assignment form is completed by the coordinator and distributed to the teacher and volunteer (a copy is also kept on file with the program coordinator). Any additional training is arranged at this time.
- g. Volunteers can be reassigned or discontinued as necessary.
- h. At the end of the year, school staff and the coordinator plan an appreciation/recognition program.
- i. An evaluation of the program will be conducted in the spring.

Program Goals:

The goal of the Heritage Heights Elementary School Volunteer Program is to enable interested parents and other citizens from the community to assist teachers and other school personnel, in helping children to fully develop their skills, their potential as individuals and their mastery of the learning standards.

Specifically, supervised volunteers assist school staff in three major ways:

1. Helping students through activities which:
 - a. Enhance their self-concept
 - b. Provide successful experiences in learning
 - c. Motivate them to learn
2. Helping teachers by enabling them to:
 - a. Provide effective reinforcement activities
 - b. Enrich the curriculum
 - c. Engage in multiple activities simultaneously
3. Strengthening school community relations by:
 - a. Increasing opportunities for communication
 - b. Increasing knowledge about school programs and efforts
 - c. The sharing of time and talent



HERITAGE HEIGHTS ELEMENTARY GUIDELINES FOR SCHOOL VOLUNTEER PROGRAM

COMMITMENT - When you accept an assignment, you are responsible for completing that assignment. If you cannot fulfill the assignment due to unforeseen circumstances, you must notify the teacher and the volunteer coordinator as soon as possible.

DEPENDABILITY – You must be dependable and report for work as scheduled. If an emergency arises on the day of your assignment, you must notify the teacher immediately and arrange for a substitute to take your place.

CONFIDENTIALITY – You are expected to work in a professional manner and to respect the confidentiality of your work at the school. Teachers, children and their work should never be discussed outside the classroom. Any problems or concerns should be discussed with the teacher or principal. Any volunteer not performing his/her responsibilities in a professional manner or not maintaining confidentiality will be asked to terminate his/her services.

RESPECT – The teacher is responsible for the classroom and the curriculum. Any concerns can be discussed with the teacher, but the teacher's rules, decisions, plans, etc., must be respected.

COMMUNICATION – You should establish a line of communication with the person for whom you are working. Know what is expected of you – *ask questions if you are not sure.*

DISCIPLINE – You should bring any discipline problems you may have with the children to the immediate attention of the teacher.

Other Considerations:

- If a teacher makes an error while you are in the classroom (e.g. misspells a word), do not correct the teacher – we all make mistakes!
- If you are a parent, individual concerns about your child should not be discussed during your volunteer time. Set up a separate conference for that purpose.
- Preschool siblings **are not permitted** to accompany you on assignment at the school. They will distract everyone, including you.
- All volunteers are required to sign in and out at the office. The volunteer coordinator(s) have a designated mailbox in the school office. Feel free to leave your suggestions, comments, questions, etc. for the volunteer coordinator. At the end of the year, all volunteers will be asked to complete an evaluation of the program as well.

We are looking forward to an exciting new year as we get this program up and rolling – welcome aboard!

VOLUNTEERS ARE VALUED MEMBERS OF OUR SCHOOL COMMUNITY. THEY REALLY MAKE A DIFFERENCE AND CAN HELP IN MANY WAYS BOTH IN SCHOOL AND AT HOME.

Examples of in-school volunteering:

Read to or listen to children read, individually or in small groups.

Help children write, illustrate, edit, type and publish their own stories.

Use flash cards to help children learn sight words, math facts, beginning and ending sounds, etc.

Assist younger children learn the alphabet, numbers, colors, shapes, beginning and ending sounds, etc.

Supervise learning centers, activity tables, or special craft areas when several projects are occurring simultaneously.

Help organize, inventory or alphabetize classroom materials.

Create, assemble, decorate, or hand bulletin boards reflecting classroom themes.

Locate materials to supplement class projects-provide additional library books for in-class reading and research.

Cut, paste, staple, file, sharpen pencils, assemble, color, make phone calls, etc. – many time intensive tasks can be accomplished if there are many hands!

Demonstrate a specific skill or talent (e.g. speaking a foreign language, taking blood pressure, explaining a chosen career or hobby).

Assisting in specials – in the library, art, music, cafeteria, gym, health office, etc.

Examples of at-home Volunteering:

- ❖ Make teaching aids – e. g. cut out shapes, make stencils, sew beanbags, assemble puppets, prepare flash cards, collect bottle caps (for sorting, matching, etc.)
- ❖ Make book covers or bind books written by the children.
- ❖ Type articles written by children or record child-written stories on tape.
- ❖ Locate, organize, alphabetize, and/or record information needed for class projects.
- ❖ Prepare materials for assembly in-class (e.g. the materials needed to “build” a dinosaur or sew a friendship quilt).
- ❖ Make tablecloth book bags or in-class library program.

RESPONSIBILITIES THE TEACHER HAS TO THE VOLUNTEERS

1. Provide meaningful tasks
 - Volunteer feels as if volunteer time is spent meaningfully.
 - The task is a real job and not something just to fill the time.
 - Progress can be charted and observed.
 - Tasks actually relieve teacher of work.
2. Plan
 - Maximizes the volunteer’s time; volunteer should be able to start work without waiting for verbal instruction or directions from teacher.
 - Assures that the assigned tasks are necessary and that they contribute to educational goals.
 - Provides alternatives when teacher and/or student(s) are absent.
 - Planning should include:
 - a) tasks to be performed;
 - b) amounts of time needed for tasks;
 - c) locations of materials; and
 - d) places to work.
3. Get to know the volunteer
 - Increases likelihood that volunteer’s special skills and talents will be utilized to the best advantage and that responsibility given is appropriate.
 - Establishes rapport necessary when teacher or volunteer needs to discuss the assignment or classroom policies.
 - Creates an atmosphere in which the volunteer is comfortable about asking questions or discussing a student’s progress.
 - Provides for class/student acceptance of volunteers by:
 - a) having student(s) interview and introduce volunteer to class;
 - b) having student(s) interview and write paragraph about volunteer.
 - c) asking volunteer to introduce self to class; and
 - d) chatting informally before or after work period.
4. Orient volunteer to classroom
 - Procedures for absences.
 - Classroom arrangement, equipment, information about special students.
 - Location of planning folder.
 - Teacher’s personal philosophy about learning, discipline.
 - Classroom policies and procedures.

5. Give recognition and show appreciation.
 - Make a bulletin board featuring volunteers.
 - Encourage students to write articles, stories, and poems about volunteers.
 - Keep a volunteer scrapbook.
 - Send volunteer a card for birthday, anniversary, etc.
 - Call when volunteer is absent.

ROLE AND RESPONSIBILITIES OF THE TEACHER

1. Decides what kind of volunteer service is needed and prepares accurate job descriptions;
 - What the volunteer is to do.
 - When the volunteer is needed.
 - Where the work will be done.
 - To whom the volunteer is responsible.
2. Supervises the volunteer's work.
3. Communicates regularly with the volunteer and provides feedback and appreciation for the work performed.
4. Keeps the school coordinator and volunteer informed about program and schedule changes.
5. Informs the volunteer about pertinent professional materials, appropriate meetings and programs.
6. Remembers that a volunteer's time is valuable.
7. Gives the volunteer an opportunity to make suggestions about their role in the program.
8. Evaluates the service given by the volunteer.
9. Helps plan for a recognition of volunteer services.

ROLE AND RESPONSIBILITIES OF THE VOLUNTEER

1. Completes a volunteer application and signed response sheet indicating you have read the materials.
2. Participates in volunteer training programs as needed.
3. Signs in and out of the volunteer log book in the office.
4. Wears a volunteer badge to assure the safety of all children.
5. Discusses program, plans, successes and problems with teacher to whom they are assigned.
6. Knows whom to notify if unable to keep a commitment.
7. Is dependable – arrives and leaves school promptly, as scheduled.
8. Never discusses classroom observations outside the classroom.

“The best way to find yourself is to lose yourself in the service of others.” -Mahatma Gandhi

WAYS VOLUNTEERS CAN HELP AT THE ELEMENTARY SCHOOL LEVEL

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

1. Tell stories to children	25. Make props for plays.	49. Talk to children-be a friend.
2. Listen to children read.	26. Set up or run bookstore or book exchange.	50. Help children with motor skill problems.
3. Conduct flash card drills.	27. Gather resource materials.	51. Help children learn a foreign language.
4. Provide individual help.	28. Help children learn to type.	52. Play a musical instrument.
5. Assist in learning centers.	29. Help children with art/crafts.	53. Help students who play instruments.
6. Set up learning centers.	30. Help with cooking projects.	54. Make puppets.
7. Help contact parents.	31. Check out books from public library	55. Dramatize a story.
8. Reproduce materials.	32. Set up experiments.	56. Help with handwriting practice.
9. Work in clinic or library.	33. Take attendance.	57. Set up "grocery store" to practice math skills.
10. Check out audio-visual equipment.	34. Collect lunch money.	58. Drill spelling words.
11. Practice vocabulary with non-English speaking students.	35. Escort children to bathroom, library, cafeteria.	59. Make reading carrels from boxes.
12. Make instructional games.	36. Work on perceptual activities.	60. Tell stories with puppets with flannel board.
13. Play instructional games.	37. Make list of library resources.	61. Assist with sing-alongs.
14. Play games at recess.	38. Visit a sick child at home.	62. Show slides – life in other countries, part of the US, crafts, games, etc.
15. Assist with visual tests.	39. Work with a handicapped child.	63. Discuss care and training of pets.
16. Prepare visual materials.	40. Prepare teaching materials.	64. Demonstrate different artistic abilities.
17. Develop programmed materials.	41. Record grades.	65. Discuss life from the point of view of a person with a handicap and the importance of understanding others.
18. Grade papers.	42. Supervise groups taking tests.	66. Discuss different handicaps.
19. Prepare bulletin boards.	43. Discuss careers or hobbies.	67. Discuss attitudes, feelings and emotions.
20. Help with book fairs.	44. Help young children with walking on a balance beam, jumping rope or skipping.	68. Share ethnic backgrounds and experiences.
21. Work with underachievers.	45. Help young children with walking on a balance beam, jumping rope or skipping.	69. Discuss farm life and farm animals.
22. Reinforce sight words.	46. Reinforce learning of alphabet.	70. Demonstrate gardening skills.
23. Help select library books.	47. Reinforce recognition of numerals.	71. Help prepare assembly programs.
24. Assist with field trips.	48. Drill recognition of color words.	Discuss holidays and special occasions.

"I don't know what your destiny will be, but one thing I do know: the only ones among you who will be really happy are those who have sought and found how to serve." -Albert Schweitzer

EXPECTATIONS

<i>What does the teacher expect of the volunteer?</i>	<i>What does the volunteer expect of the teacher?</i>
-Promptness	-Consideration
-Love of children	-Patience
-Enthusiasm	-Appreciation
-Flexibility	-Respect
-Dependability	-Courtesy
-Patience	-Pleasant voice
-Loyalty	-Sincerity
-Businesslike attitude	-Good directions
-Imagination and creativity	-Loves children
-Non-disruptive influence	-Has tasks ready
-Tact	-Cooperative attitude
-Sense of humor	-Controls class
-Initiative	-Shows how to use machines, when applicable.
-Interest in helping for the benefit of community	-Organization-gives clear instructions, plans.
-Be discreet and trustworthy with confidential matters relating to classroom and students.	-Explains specific expectations for volunteer.
-Be willing to help, ask for directions, follow instructions, take training, try a variety of approaches and techniques with students	-Explains policies and procedures of school and classroom.
-Be pleasant, friendly, have a warm, positive attitude.	-Gives feedback on students' progress, attitude.
-Dress appropriately for the activity.	-Is willing to help volunteer as needed.
-Be sensitive to children's needs.	-Assigns tasks volunteers are capable of doing.
-Know that the teacher is the authority.	-Treats volunteers as professional assistants.
-Be sensitive to teacher's time, needs.	-Has children prepared to work with volunteer.
-Avoid trying to be amateur psychologist.	-Has friendly and welcoming attitude.
-Be capable of maintaining firm, but kind, discipline when working with small groups of children.	-Remains in charge of classroom.
	-Tells volunteer about schedule changes.
	-Matches personality of volunteer with students.
	-Provides materials needed for assigned tasks.
	-Offers constructive criticism or correction but NOT in front of students.
	-Accepts creative ideas/suggestions of volunteer whenever possible.
	-Gives volunteer relevant information about students that will help volunteer work with them.

“Everybody can be great because anybody can serve. You don't have to have a college degree to serve. You don't have to make your subject and verb agree to serve. You only need a heart full of grace. A soul generated by love.” -Martin Luther King, Jr.



HERITAGE HEIGHTS ELEMENTARY SCHOOL

APPLICATION TO VOLUNTEER

Personal Information:

STUDENT NAME(s)/Grades: _____

Parent Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip)

Phone Number: _____
(Home) (Cell/Work)

General: I am interested in volunteering in the following ways:

Current Employment:

Please provide the following information about your current or most recent employer:

DATES- MONTH/YEAR	NAME & ADDRESS OF EMPLOYER	POSITION
FROM: TO:		

References:

List below three persons, not related to you whom you have known at least one year.

NAME	ADDRESS	PHONE NUMBER

EMERGENCY INFORMATION: In case of emergency, please notify:

(Name) (Address) (Phone)

Have you ever been convicted of a crime (felony or misdemeanor)? Yes _____ No _____
Are you a registered sex offender? Yes _____ No _____

My signature indicates that the information provided is truthful and accurate.

Date: _____ Signature: _____

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DO NOT WRITE BELOW THIS LINE- OFFICE USE ONLY

Reviewed By: _____ Date: _____