

# Volunteers



## Goals of the Volunteer Program

- Strengthen the involvement of parents in the education of children.
- Increase participation of community, business and industry in public schools.
- Establish awards and recognition for individuals, businesses, and organizations that volunteer their services in the School City of East Chicago.

## **Volunteer**

A “volunteer” is a person or group who has been approved by completing the district’s volunteer process and then provides services of his/her own free will to the School City of East Chicago.

## **Process to Become a Volunteer**

- Complete an SCEC Volunteer Application.
- Undergo an Indiana Criminal Background Check.
- Attend mandatory volunteer orientation.

## Volunteer Renewal

- Volunteers will renew their application every other year.
- Returning volunteers will have to update their application by filling out an Affidavit Affirming No Change in Criminal Record.

## Basic Requirements of Volunteering

- Be supportive of the school staff.
- Dress appropriately.
- Familiarize yourself with the school's routines and procedures.
- Be friendly, cooperative, and professional in all activities and dealings with all people.
- Other children should not be attending volunteer sessions with you. You have a specific role in the classroom which deserves your full attention. Little children can be distracting to the rest of the class.

## Things you may be asked to do...

- Assist with class parties, or field trips.
- Become a School Improvement member.
- Join and participate in PTA/PTO/Parent Group activities.
- Assist with school programs and activities.

## Confidentiality

- Confidentiality is essential.
- Do not discuss individual students outside of the school setting.



## Discipline

- The teacher and administration handles discipline of students, not the volunteer.
- How can you help?
  - Praise
  - Respect
  - Support the staff

## Document Volunteer Hours

- Always sign in and out.
- Count your after school volunteer hours, such as PTA/PTO/Parent Group events, cutting out items for teachers, chaperoning trips, etc.

## Volunteer Recognition

- **Local** school recognition throughout the year
- **District** recognition for volunteers; SCEC Volunteer Luncheon.
- **National** recognition through the Presidential Volunteer Service Awards:
  - ✓ 100 hours -Bronze
  - ✓ 250 hours- Silver
  - ✓ 500 hours- Gold



# Remember

- Check in and out at designated area.
- Check in with Parent Liaison to find out about volunteer opportunities.
- Wear your badge to identify yourself as a volunteer.
- Inform school staff of any problems that may arise during your time spent in the schools.
- Access to student records, grades, or personal student information is not allowed.
- Remember, each school may have different guidelines for volunteering.
- The Parent Liaison oversees parent group while working close together.
- The use of all tobacco products is prohibited on school property and while chaperoning students.

# THANK YOU!

You are greatly appreciated by our Superintendent, School Board, students, and entire faculty and staff.