**SHADY GROVE PTA VOLUNTEER FORM 2014-2015**

*The SGES PTA and Staff encourage all parents, grandparents and friends to volunteer. The class Room Parent will have other opportunities to volunteer, also.*

**VOLUNTEER RESPONSIBILITIES**

1. ***All volunteers must fill out a Henrico County Public Schools (HCPS) Volunteer/Mentor Application and return it to the school for approval before being allowed to volunteer.***
2. *Report to the office, sign in on the computer and in the binder. Wear the yellow Volunteer ID Badge.*
3. *When finished volunteering, return to the office and sign out on the computer and binder.*
4. *Follow school rules, referring to the Henrico County Parent-Student Handbook.*
5. *Attend any orientation and training, if offered.*
6. *Notify appropriate person if unable to fulfill scheduled volunteer time.*
7. *Maintain confidentiality.**You will see or hear information regarding a student. If it is information that affects a student’s welfare, it needs to be shared with the teacher or Dr. Schwab. Information regarding a student should never be discussed outside the school, or with malicious intent.*

**HENRICO COUNTY PUBLIC SCHOOL VOLUNTEER GUIDELINES**

*DEFINITION OF A VOLUNTEER* - *a person who has chosen to donate their time and talent, without compensation, to assist with programs and activities in HCPS.*

*HCPS VOLUNTEER GUIDELINES AND EXPECTATIONS*

1. *The Volunteer will operate only under the direct supervision of the principal/designee, or appropriate staff member of the school.*
2. *The Volunteer will be willing to accept direction and supervision from school staff.*
3. *The Volunteer may provide assistance to students as directed by the appropriate school supervisor, but may not do work for the student.*
4. *The Volunteer will treat students with fairness, honesty, patience and kindness.*
5. *The Volunteer will set a good example by being courteous and respectful of students and staff.*
6. *The Volunteer will be knowledgeable of classroom rules, practices and emergency procedures. He or she must be familiar with the Volunteer Policies and the Code of Student Conduct.*
7. *The Volunteer will report discipline issues to the appropriate staff member immediately.*
8. *The Volunteer will respect the privacy of students and school staff, and will not divulge confidential information.*
9. ***Volunteers may not bring any children with them when volunteering.***
10. *The volunteer agrees to follow the School Board’s policy & regulation 4-06-013, “Information Technology,” regarding acceptable use of technology.*

**SHADY GROVE PTA VOLUNTEER OPPORTUNITIES**

*There are many areas where volunteers are needed, so there is truly an opportunity for everyone! Each*

*volunteer role below has a brief job description to let you know what is involved.* ***Please check any areas of***

***interest*** *and return this form to your child’s teacher marked PTA. If you have any questions,*

*please contact* ***Natalie Lewis at***[*dnlewis4546@comcast.net*](mailto:dnlewis4546@comcast.net) *or* ***Kirsten Hanson*** *at* [*kirsten.hanson16@gmail.com*](mailto:kirsten.hanson16@gmail.com)*.*

***All volunteers must also complete and return to school a Henrico County Public Schools Volunteer/Mentor Application.*** *Once approved by Henrico County, you may begin volunteering.*

***PRINT Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

* **Reflections:** *National PTA sponsored contest. Help with promotion, decorations, entry collection, reception planning, gallery reception, working with judges, etc.*
* **Hospitality:** *Provide food and beverages for teacher luncheons and other PTA functions.\**
* **PTA Programs:** *Assist in planning and implementing general membership PTA meetings and events like International Night and STEM Night.*
* **\_\_\_STEM Lab:** *Serving as a resource in the functions. \*Science, Technology, Engineering and Math Lab.*
* *­***School Scholarship Fundraiser (Rock-a-thon):** *Help with registration, t-shirt sales and distribution,*

*advertising, and set-up/clean-up.*

* **Class Pictures:** *Assist with getting students ready for their individual and group pictures on*

*picture day (fall and spring).*

* **Morning Greeter:** *7:20am - 7:50am,* **\****New*

*As Morning Greeter, you will wear the Morning Greeter badge found in the white basket on the Welcome Desk, stand inside the front entrance to enthusiastically welcome students, instruct parents to sign in at the office if they wish to enter beyond the Hugs and Kisses Zone, promptly direct tardy students to the office, and instruct parents dropping off forgotten items to write the teacher & child’s name on a sticky note (found on the Welcome Desk) and the Welcome Desk Volunteer will deliver them once he or she arrives at 8:00 a.m..*

* **Welcome Desk Back-Up Bunch (BUB):** *One shift 8:00am - 9:30am,* **\****New*

*The Welcome Desk is located outside the front office. BUB is for those with a flexible schedule. You will assist visitors as they enter the school & deliver items dropped-off by parents (i.e. lunch, homework). Each class will be assigned a week to help at the Welcome Desk, but should a class have trouble filling a shift, BUB will be contacted via email the week prior to see if any open shifts can be filled. Your help will be requested, not required.*

*Note: Help will also be requested from the Welcome Desk BUB on days where many visitors are expected (i.e. grade-level events).*

* **\_\_\_\_Cafeteria Back-Up Bunch (BUB): \****New;*

*BUB is for those with a flexible schedule. You will assist students in the cafeteria by opening containers,*

*passing out utensils, napkins, & condiments when they raise their hand. Each class will be assigned a*

*week to help in the cafeteria, but should a class have trouble filling a shift, you will be contacted via*

*email the week prior to see if the upcoming shift can be filled by a member of the Cafeteria BUB. Your*

*help will be requested, not required.*

* **\_\_\_\_ Marquee:** *Help change the wording on the school marquee on Mondays.*

* **Outdoor Classroom:** *Help with ongoing maintenance (weeding, watering, bird feeders) & annual events (fall & spring planting, mulching)*