**2015-2016 SGES PTA VOLUNTEER INFORMATION**

*The SGES PTA and Staff encourage all parents, grandparents and friends to volunteer.*

**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.*

**Please *turn the page over* to see all the great volunteer opportunities at SGES and find out how to get involved!**

**We will get back to you with more information.**

**SHADY GROVE PTA VOLUNTEER OPPORTUNITIES**

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

Throughout the year, opportunities to volunteer will be shared by our PTA and also by the room parent of your child’s class. Please remember that expressing interest now does not mean you will be required or obligated to assist; only that you will be included in information and sign-up opportunities.

**It’s simple…**

1. Review the volunteer roles and descriptions below, so you can see what each involves.
2. Register your family on MemberPlanet, and click that you are interested in volunteering. Check the box of any volunteer roles that interest you. Please try to finish entering /editing your information by 9/11/15.
3. Complete the **HCPS Volunteer/Mentor Application** from your red folder or ZippSlip **ASAP**. (Remember that each volunteer needs to have an approved form before they can participate.)

Questions? Contact Kirsten Hanson at *kirsten.hanson16@gmail.com* or

Diana Tittermary at ditittermary@gmail.com.

**Check out these fun opportunities…**

* **Reflections:** *National PTA sponsored contest. Help with promotion, decorations, entry collection, reception planning, gallery reception, working with judges, etc.*
* **Hospitality:** *Provide supplies, 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 at functions in the Science, Technology, Engineering and Math Lab.*
* **School Scholarship Fundraiser (Rock-a-thon):** *Help with registration, t-shirt sales and distribution,*

 *advertising, event activities, 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:** *7:15am - 7:45am*

 *Serve as a welcoming presence and help keep our school safe. As Morning Greeter, you will stand inside*

 *the front entrance to welcome students and instruct parents to sign in at the office before visiting any*

 *other area of the school.*

* **Welcome Desk Back-Up Bunch (BUB):** *One shift 7:45am - 9:15am*

*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):**

*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)*

**Please turn page over to review volunteer responsibilities & guidelines.**