**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.*

**Please *turn the page over* to see all the great volunteer opportunities at SGES and check off any that interest you! 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! 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 by* ***Friday, September 5th****. 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*

*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 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.*

* **\_\_\_\_Clinic Helper:** *Help with health screenings (vision, hearing, height, weight) and in the clinic as needed.*
* **\_\_\_\_ 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.**