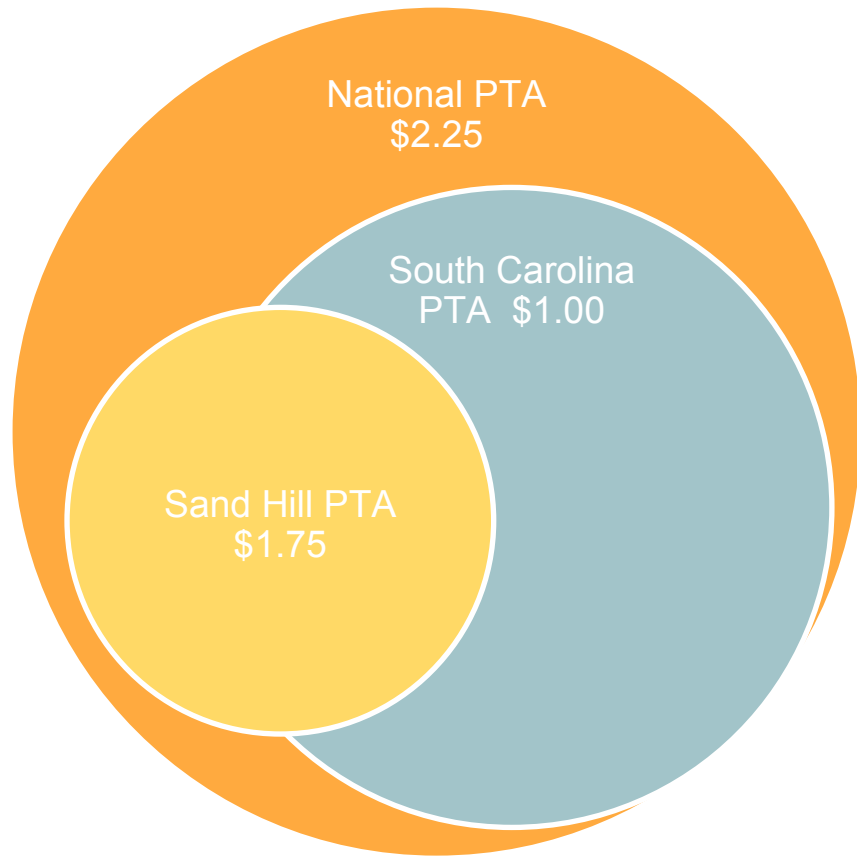


Sand Hill Elementary School Volunteer Training

Presented by: Sand Hill PTA



Sand Hill Elementary School PTA



A national organization made up of parent and teacher volunteers, the PTA is a group of volunteers dedicated to advocating for students.

PTA = Volunteers

PTA Membership is \$5.00/individual

\$10.00/family

Are you Ready to Come Fly With Us?

Sand Hill Elementary School PTA



- **Get Connected.** There's no better way to know what's happening in your school.
- **Discover Great Resources.** The PTA offers a variety of programs designed for parents as well as students.
- **Tap into a Network.** PTA functions are opportunities to meet other parents and teachers, building rapport and discussing issues that are on your mind. You can share ideas, concerns, and experiences.
- **Watch Yourself Grow.** By volunteering with your PTA, you put your skills and hobbies to use for a noble cause—your child and all children in the community.
- **Speak Up.** PTA can be a way for you to more effectively suggest change at your child's school.
- **Witness Improvement.** By getting involved at your child's school you'll be part of the solution, helping make positive changes. Local PTAs play an important role by supporting building improvements through advocacy and play an important role in fundraising for curriculum based programs and social events.
- **Be a Role Model.** By becoming a PTA member, you'll be demonstrating to your child the importance you place on education.
- **Enjoy Substantial Benefits.** Individuals and local units can take advantage of a host of benefits from PTA membership including discounts and offers from [member benefits providers](#) and sponsors, magazine subscriptions, leadership training, e-newsletters and much more.

Sand Hill Elementary School Volunteer Program



The SHES volunteer program is organized and managed by the SHES PTA VP of Volunteers. Volunteers are an important part of the SHES family who serve in a variety of ways, including...

<u>PTA Committees</u>	<u>PTA Programs</u>	<u>SHES School Programs</u>
Diversity	Sandpiper Glow Run	Test Monitor
Health and Wellness	Trunk or Treat	Field Trips
Hospitality	Santa's Workshop	Library(Book Fairs, shelving, Box Tops, Backpack Buddies)
Programs	Chick-Fil-A & Sweet Frog Days	Magnificent Moms
Membership	Sandpiper Ball	All Pro Dads
	In-school Carnival	School Pictures

SHES Volunteer Approval Process



All SHES volunteers must complete the volunteer approval process for the safety of our students. *This process must be completed each school year and for every school you wish to serve.*

- Complete both sides of the DD2 Volunteer Application Form
- Complete the Volunteer training orientation at the school or online
- Complete the SHES Volunteer Acknowledgement Form.
- Incoming 4K and Kindergarten volunteers who have not attended an orientation class with older siblings will need to attend one of the scheduled classes before being able to volunteer.

**Volunteers who sign the Volunteer Agreement also indicate that they understand that they may be asked to submit to a background check from the South Carolina Law Enforcement Division (SLED). The reason is simple - SAFETY.



SHES Volunteer Approval Process Continued

- Approval to volunteer may take up to 7 days.
 - It is important to consider this timeframe when planning to volunteer - we are not able to provide “on the spot” approval for anyone who wishes to arrive at school and immediately serve as a volunteer or chaperone on a field trip.
- Once you complete all steps, you will be placed on our list of “Approved SHES Volunteers.”
 - SHES front office and faculty and staff maintain an updated list of SHES volunteers approved for service. If you are not on this list, you **may not** serve as a volunteer - this includes all participation in classroom events, activities and most especially as a Field Trip Chaperone.
- There are no exceptions to the Volunteer Approval Policy.
- We appreciate your full cooperation with this as the safety and protection of our children is the driving force behind our approval system for volunteers.

Sand Hill Elementary Volunteer Communication



- *How do I find out about volunteer opportunities?*
 - *SignUp.com*
 - *Sandhill Elementary School PTA Facebook page @sandpipers2016*
 - *Bulletin Board located on the wall across from the entrance lobby.*
 - *Monthly PTA Newsletter*



SHES Volunteer Expectations -Check-In “Identakid”

1. It is VERY important for volunteers to always sign-in as a VOLUNTEER when checking in at the front office.
2. All volunteers MUST SIGN IN/OUT every time they volunteer in the school building at the “Identakid” computer located in the front lobby. You will receive a printed name tag which needs to be visible at all times.
3. All volunteers must then sign the volunteer log book at the front office desk to be able to enter the building after signing into Identakid.
4. Any volunteer who notices anyone in the building who is not wearing proper identification should notify an administrator immediately.

For our students safety it is imperative that administrators know who is in the building at all times.



SHES - Volunteer Hour Tracking

The District office tracks total volunteer hours by month for all DD2 schools. We want to share our TOTAL monthly volunteer hours which includes “at school” and “at home” hours. Our sign in system in the front office tracks our “at school” hours.

Unfortunately many hours go unreported. Please send an email to vp.volunteers.shespta@gmail.com with your “at home” volunteer hours each month.

SHES Volunteer Expectations - Field Trips



- Chaperones must complete the full volunteer approval process prior to a field trip. See slide 5 for details.
- Always park in a designated visitor parking spot in the front of the school. *(Under no circumstances should a volunteer park in the front loop as we need to keep these areas open for emergency vehicles and car rider lines.)*
- Volunteers are asked to use the adult restrooms closest to their work area.
- Please do not visit other areas of the school without first consulting the coordinator in charge of the event that you are working.
- Volunteers are expected to dress appropriately for the event/activity in which they are helping.
- Volunteers must schedule personal conferences/appointments outside of our volunteer time.
- Always be prompt and consistent in your attendance. *(If you cannot make it to your volunteer events, please notify the person in charge of the event ASAP.)*

SHES Volunteer Expectations - “In School” Volunteers



- If volunteers are asked to help in the classroom:
 - Volunteers are not allowed to show up to the classroom to volunteer unless scheduled by the teacher as this causes unnecessary stress to the teacher.
 - Volunteers are not allowed to teach the students nor grade papers.
 - Volunteers must be discreet & trustworthy with any and all confidential matters relating to the classroom and/or students.
 - Volunteers are asked not to enter any of the back office areas, as this is to protect the confidentiality of our students.
 - Under no circumstances are volunteers allowed to access student records.
 - Our students' privacy is of the utmost importance!

SHES Volunteer Expectations - Siblings



Volunteers are asked to make necessary childcare arrangements for their younger children before volunteering. (*Younger children are not allowed to accompany volunteers for any reason.*)



SHES Volunteer Expectations - Social Media

Volunteers are asked to refrain from posting pictures of students on all social media unless you have been given permission from that student's parent.

There are many unknown circumstances in families, and we work hard to respect each others privacy.



Volunteer outside of school hours

SHES has a variety of events and programs that can be met from the comfort of your home! You can help by volunteering for after school or weekend programs or checking with your student's classroom "mom" to see if they need assistance with projects!



SHES Volunteer Expectations - Transportation

Transportation/ Dismissal Policy

Dismissal changes need to be submitted in writing to your student's teacher 24 hours prior to the event. You will not be allowed to pick your child up after school unless prior arrangements have been made. No exceptions.

These are your transportation options:

- a. Front Office - Students must be checked out prior to 1:30pm. This time becomes very busy for the front office staff and we need to keep our children safe and secure during this time.
- b. Car Rider Line - Must have a car rider tag displayed in your car.
- c. Bus Transportation

Sand Hill Elementary Volunteer Expectations



All volunteers should model appropriate “CLASS” behaviors for SHES students at all times!

C

- Character

L

- Leadership

A

- Achievement

S

- Safety

S

- Service

The Value of Sand Hill Elementary Volunteers



“How can we expect our children to know and experience the joy of giving unless we teach them that the greater pleasure in life lies in the art of giving rather than receiving.”

James Cash Penney

The Value of Sand Hill Elementary Volunteers



- According to government estimates, the value of volunteer work in 2014 was \$20.15/hour. This figure was calculated using the U.S. Bureau of Labor Statistics information.
- The 2016-17 academic year, Dorchester School District Two Volunteer Coordinators reported that school volunteers worked more than 69,539 hours during the school year and had over 4,000 volunteers.
- SHES had over 200+ volunteers and have recorded over 4,000 hours of volunteer time for the 2016-17 and 2017-18 school year! Congrats SHES!
- Countless other volunteer hours were NOT reported to our coordinators.
- Let's beat that number for the 2018-19 school year!

Thank you for taking the time to attend our volunteer
training!

You are truly an asset to our school!

Sand Hill Elementary School
will inspire our
children, parents, and staff to
learn, grow, and serve.



Questions, Comments, Concerns



If you have questions regarding volunteering at SHES

please email the PTA VP of Volunteers

Stephanie Hale

vp.volunteers.shespta@gmail.com

Continue to the next slide to complete your orientation.

A link is attached to the “SHES Volunteer Acknowledgement Form”

Please click on the link below or scan the QR below to complete the “Volunteer Orientation Verification Forms”

<https://goo.gl/63fyEj>

