

CUTTING TO THE CHASE WITH FIVE STAR

Stacey Oak, District Volunteer Coordinator (561) 738-2780

APPLICATION

Tips: The application is on the Volunteer Coordinators' website. It allows users to fill in required information.

School Impact Data: Must contain data associated with working with students. Do not use again in Community Involvement Best Practice.

Community Involvement Best Practice: An activity that involves an outside agency contributing to the school and/or students. Simplify! Try to fit on page with School Impact Data.

BUSINESS PARTNERSHIPS

- BP-A/1: ALL completed BP agreements. Use these agreements to complete B/2 – D/4.
- BP-B/2: 2 completed BP agreements of businesses that are involved with your school more than 1 time during the year. Show 2 examples of involvement with each business agreement.
- BP-C/3: BP agreement of SAC member. Highlight member on final SAC attendance sheet.
- BP-D/4: 2 completed BP agreements (different from those used in BP-B/2, if possible). Show 1 example of involvement with each business agreement.
- BP-E/5: Memo or letter on letterhead from Principal naming BP Coordinator. Make sure the named person took the Business Partnership Training.
- BP-F/6: Description or evidence as to how BPs are trained. If done at a meeting, an agenda or flyer will suffice. If done individually, give description and provide copy of handout.
- BP-G/7: Copy of Business Partnership Training Certificate and Faculty Meeting Agenda showing the Business Partner Coordinator as a presenter.
- BP-H/8: 2 examples showing how BPs are recognized or type a page with the details. Examples – letters, website, pictures, marquee, etc.

FAMILY INVOLVEMENT

- FI-A/1: 1 parent organization that is active. 3 examples or list of activities or meeting dates.
- FI-B/2: 2 things offered to families focused on helping parents. Examples – curriculum night, open house, senior nights, choice programs, etc.
- FI-C/3: Multi-session for parents only. Can be held on 1 day, but must be multi-session. Examples – freshman orientation, safety patrol, ESE, ESOL (same topic more than 1 time).
- FI-D/4: 2 things offered to parents and students simultaneously. Examples – orientations, showcase of schools, college & career fair, etc.
- FI-E/5: Home visits, meeting or activity outside of school grounds, collaboration with an outside business. Examples - Barnes & Noble, flyer with school name, etc.
- FI-F/6: Completed family involvement chart. 1 backup for every event on chart.
- FI-G/7: 3 examples of how teachers and staff communicate with parents.

- FI-H/8: Picture of welcome sign and Proof of Implementation.
- FI-I/9: 3 examples of current information provided to parents.
Examples – report card, school policies, dress code, newsletter, practices & procedures, etc.

VOLUNTEERS

- V-A/1: Faculty meeting agenda showing Volunteer Coordinator as a presenter. Write on it: “80% of staff attended this training.” Provide sign-in sheet if available.
- V-B/2: Memo or letter on letterhead from Principal naming Volunteer Coordinator and a copy of the Volunteer Coordinator Training Certificate of Completion.
- V-C/3: Golden School Application. Copy from Report Section: District Info. This will show the number of volunteers and hours. Include only Statistics and Community Involvement from VIPS.
- V-D/4: 2 examples of recognition of volunteers.
Examples: newsletter, certificates, thank you letter, marquee, website.

STUDENT COMMUNITY SERVICE

- SC-A/1: 3 completed Service Learning Document Sheets. Provide backup with each document.
Examples – photos, flyers, etc.
- SC-B/2: Completed Student Community Service Chart. Back-up data for every service activity.

SCHOOL ADVISORY COUNCIL

- SAC-A/1: Official SAC roster (only principal can access this form), completed SAC attendance chart, agendas, minutes (must have names of attendees) and sign-in sheets for each SAC meeting. There must be a total of 8 meetings.
- SAC-B/2: Proof of Implementation.
- SAC-C/3: 6 highlighted meeting minutes showing education or training (informal).
- SAC-D/4: Proof of Implementation for next school year’s new idea.
- SAC-E/5: Proof of Implementation (provide copy of data).
- SAC-F/6: Proof of Implementation (provide SAC agenda and faculty agenda).

IMPORTANT NOTES:

We have checked with the proper authorities at the Department of Education. Therefore, we are requesting just these documents to satisfy the criteria. Your submittal should be able to fit in a binder that is no more than 3”. A concise portfolio will allow all of us to focus on the many activities and responsibilities that our families and jobs entail. If you have any questions, please do not hesitate to contact me.

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