VIPS School Volunteer Coordinator Training

Presented by the Office of Communications & Engagement

Top-performing urban school district in Florida
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TRAINING TOPICS:

VIPS Coordinator

- Responsibilities
- Confidentiality
- Policies, Guidelines & Procedures
- Recruitment
- Volunteer Orientation
- Faculty Orientation
- Volunteer Appreciation and Recognition
- Awards
Responsibilities of a Coordinator

- Access to a computer and work area to carry out duties.
- A dedicated computer for volunteers to sign in and out. *(Preferably located in front office.)*
- Discuss your school’s policies.
- Develop school goals and objectives.
- Notify the District Volunteer Coordinator immediately if a new person will be taking over your duties as Volunteer Coordinator.
Responsibilities of a Coordinator (Continued)

- Conduct a faculty orientation.
- Determine the school’s volunteer needs (teacher, staff, and students).
  - Recruit and screen volunteers.
  - Conduct a volunteer orientation.
  - Recognize volunteers.
  - Maintain the online tracking system.
  - Keep communication open and ongoing.
  - Notify school of current best practices.
  - Perform other duties as assigned.
Confidentiality

VIPS Coordinators must keep all information regarding a volunteer (e.g. personal information, reasons why they are not approved, etc.) confidential. Certain matters should be discussed with the principal and key staff only.

Lack of confidentiality by you, or any volunteer in your school, can cause a negative impact on your program and be harmful to the school community.
Policies, Guidelines & Procedures

- Please refer to the following websites for more information:
  - http://www.palmbeachschools.org
  - http://www.schoolboardpolicies.org
Volunteer Recruitment

While recruiting volunteers, you should:

- Determine needs with principal and faculty.
- Briefly meet with volunteer to determine volunteer’s personality/skills to match with staff for appropriate placement.
- Be ready to make immediate placement.
Volunteer Recruitment (Cont.)

- Start small.
- Seek individuals with particular skills.
- Recruit year-round.
- Don’t over recruit.
- Be specific about your volunteer opportunities.
- Be informed and be positive.
Individual Recruiting

- Contact previous volunteers from last year’s roster.

- **Peer recruitment**: parents recruit parents, teachers recruit teachers, students recruit students, and senior citizens recruit senior citizens.

- Contact with key community leaders and business partners.

- Face-to-face approach at PTA/PTO meetings, school fairs, student councils, school assemblies, service clubs, and social organizations.
Mass Recruiting

- Letters to homes, organizations, and civic groups.
- Selected mailing lists, including email lists.
- Telephone committees.
- Contact local chapters of civic, religious, and social organizations. Ask them to announce the need for volunteers, distribute information, and possibly appoint a recruitment chairman.
- Form a recruitment committee in your school to develop resources and techniques.
- Use the faculty and administration of your school. Explore their social and civic contacts.
Additional Ways to Find Volunteers

- Principal should make an appeal in his/her letter to parents.
- Send a volunteer request form with school packets or give them out at room parent’s meetings, at pre-school round-up, fall open house, pre-school, PTA/PTO meetings, etc. This form, stating specific needs at your school for volunteer services and days and times desired, should be in the form of a checklist with “boxes,” so parents could check capacities in which s/he wishes to serve and could designate days and times available to serve.
- Advertise in your school newsletter and PTA/PTO newsletter.
- Place a message on the VIPS COUNT Tracking System to communicate with and recruit volunteers for specific events at your school.

If you still need help in recruiting for special events, call the VIPS office at (561) 738-2780.
Staff & Faculty Orientation

- Conduct Faculty Orientation
  - Policies, Guidelines & Procedures.
  - Explain volunteer on-line registration procedures.
  - Chaperone application & guidelines.
- Volunteer guidelines:
  - Sign in/out
  - Name tags
  - Student discipline
  - Emergencies
Chaperoning Guidelines

- Make sure volunteers are registered and approved prior to field trips.

- Make sure that the school volunteer coordinator has been given a copy of the approved field trip form. Also, provide a list of volunteers no later than two weeks prior to the field trip.
Chaperoning Guidelines (Cont.)

- All chaperones must complete the second page of PBSD 1894 – Field Trip /Activity Planning Report and Approval Request.

- Anyone who is using their own transportation must complete PBSD 2360 – Student Field Trip Consent and Release For Other Than School Provided Transportation.
VOLUNTEER APPRECIATION AND RECOGNITION

- Recognition should be an ongoing process, a smile or a word of thanks from you, the teacher, students, etc. Official recognition should take place during April, which is Florida School Volunteer Appreciation Month or at the end of the academic year. Appreciation functions should be financed by the school, not the coordinator.

- **Volunteer appreciation:** Certificates of appreciation are available from the Volunteers in Public Schools (VIPS) office to be filled in at the local school and awarded to each volunteer.
Each local school volunteer program will want to recognize their own volunteers in some way. You might have a breakfast or luncheon for them at the end of the year, thank them in the school newsletter, or write a personal thank you, as well as giving them each a Certificate of Appreciation which is available from the District Volunteer Coordinator by request. Certificates will be sent by pony mail.

Use every opportunity available to stress the importance of volunteer contributions.

Browse the internet for topics such as “volunteer recognition” or “school volunteer appreciation” for more ideas.
Awards

Outstanding School Volunteer Award

- Presented annually to the student, adult, and senior school volunteers who have shown outstanding dedication and commitment.
- The same nomination form is used for each category: Youth (20 years and under), adult (21 to 61 years), and Senior (62 years and over).
Outstanding School Volunteer Award (Cont.)

- Send applications to the District School Volunteer Program Coordinator.

- Submit no more than one nomination in each category – youth, adult and senior.

- Return completed application form by the designated deadline date.
Awards (Cont.)

Family and Community Involvement Award

- Presented annually for an outstanding family involvement program. Categories are for elementary or secondary schools.
- Family involvement programs must be innovative, increase parent involvement, and can be easily replicated.
- Entries must reflect a school project that focuses on specific school-initiated parent/family involvement programs or strategies.
Golden School Award

Awarded to those elementary, secondary, and adult schools having exemplary volunteer programs that meet the following criteria:

- A staff training program in which a minimum of 80 percent of the school staff have participated in training related to school volunteerism during the school year.

- A school volunteer coordinator provides leadership for the school volunteer program through recruitment, placement, training, and supervision of all participants.

- A total number of hours in volunteer service that equals the number of students enrolled in the school. Any volunteer activity that contributes to student improvement may be counted.
The Silver School Award is presented annually to recognize secondary schools with exemplary peer volunteer/tutor programs that meet the following criteria:

- The sending school must have a school volunteer coordinator who provides coordination of the program, placement of students, orientation/training for the students, evaluation of student/program, and supervision of student volunteers.

- The receiving school must have a volunteer coordinator who provides coordination of the program, placement of secondary students, orientation/training for the receiving staff, evaluation of student/program, and supervision of student volunteers.

- Student volunteers and the receiving faculty must both receive orientation and training. Student volunteers must receive continuous supervision.

- The student volunteer hours must equal at least one half of the total number of students (FTE count) in the sending school (e.g., 2,000 students – 1,000 volunteer hours.)
Five Star School Award

- Designates and recognizes schools that have total community involvement. The Florida Department of Education requires that applying schools must have a “C” grade or above.
- The purpose is to help schools monitor their level of community involvement.
- An award is presented annually, determined by school grade and other criteria from the previous year.
- Palm Beach County holds the “Superintendent’s Five Star Reception” to honor designated Palm Beach County schools where they are presented with a certificate of designation from the state and a flag to display proudly at their school.
Volunteer of the Week

- Radio recognition of volunteers, sponsored by Clear Channel stations.
- Volunteers not selected on the county level from the outstanding school volunteer nominations will be recognized on Clear Channel stations.
- Announcements usually begin in September and run through May.
- Schools that have the selected volunteers will be notified in advance.
Volunteer Coordinator of the Year

Criteria:

- Length of service as a volunteer coordinator.
- Supports VIPS program and follows its guidelines, including registering and entering personal volunteer hours.
- Participates in district and area meetings and trainings.
- Monitors and maintains the tracking system regularly.
- Assists other volunteer coordinators in our district.
THANK YOU FOR ALL YOU DO FOR OUR PROGRAM.