

Volunteer Reference Manual

2015-2016

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Introduction and Volunteer Guidelines

Volunteer Coordinator: Cathy Stubee, allison-stubee@cox.net

This year should be another exciting year for HLA parent volunteers. As evidenced by this reference manual, a concerted effort has been made to provide opportunities for all parents and relatives to do their part throughout the year. Volunteer hours are earned at school, home, during the week, on weekends and in the evenings. In order to maximize the benefits of volunteer hours, it is important that the following guidelines be respected:

<u>Classroom Hours</u>: Classroom Hours are defined as time spent engaging with students in a learning activity (younger siblings cannot be present at these times*). Examples are:

- Reading with them
- Doing an art project
- Cooking with them
- Assisting with an academic lesson
- Giving a presentation
- Any other academic based involvement

General Volunteer Hours: Many volunteer opportunities are available outside the classroom:

- Fundraising
- Gardening
- Library
- Media
- Morning Mile/Run Club
- Maintenance
- Classroom Activity

Non-Volunteer Activities:

- · Eating lunch at the school with your child
- Attending Morning Meeting
- Walking morning mile with your child
- Other activities where the school is not benefitting from your service

If there is an activity you want to participate in and are not sure it will qualify, please contact the Volunteer Coordinator, Committee Coordinator, or Ms. Egan to verify. Thanks for all your efforts and let's make this year the best yet!

^{*}If you are interested in "child care share" where two parents take turns at school watching each others children, please indicate so on the Volunteer Form at the end of this manual.

Fundraising Committee

Fundraising Coordinators – Tina Walker - twalk115@ufl.edu and Anthony Samerin - samerin1028@gmail.com

Opportunities include:

- Developing new fundraising ideas.
- Grants Researching and applying for grants.
- Box Tops, coke bottle caps, labels for education managing these ongoing programs including, marketing the program to parents and students, collecting these items, preparing the items for submission, and submitting the items.
- Special Events Organizing Movie Nights, Fall Carnival, Silent Auctions, Raffles, 5K Run, and other fund raising special events.
- Marketing passive fundraising activities such as Target, Office Depot, and Amazon programs.

Garden Committee

You don't need a green thumb, just a helping hand!

Garden Committee Coordinator - Sarah Lauerman, sarah.lauerman@gmail.com

Daily Garden Maintenance: times variable

- Planting/weeding/watering/mulching
- Turning compost/preparing garden beds
- At-home seedling/plant care

Volunteer for Garden Projects: 1-2 hours, times vary (typically between 8:30-11:30am)

- Assist Master Gardener in special garden-based lessons (all grades).
- Lead or assist simple garden projects with the support of the garden committee.
- Lead or assist in making recipes related to garden projects/lessons.
- Collect/organize materials needed for garden projects.

Research Garden-based Curriculum: (as needed)

- Conduct research for curriculum-based garden/outdoor projects (all grades).
- Organize/update garden project binders.
- Search for new resources to enhance learning through the gardens

Library Committee

Engaging and fun; during school hours

Library Committee Coordinator – Juliet Tinckham, julfer74@yahoo.com

Opportunities:

- · Assisting students in selecting books
- Recording book check-outs and returns
- Issuing overdue notices

Maintenance Committee

Maintenance Coordinator - Sean Butler

Opportunities:

- Building and repairing items
- Cleaning common areas (sweeping, power washing, mopping, etc.)
- Laundry
- Lawn Maintenance (Mowing, edging)
- Maintaining SmartBoards
- Cleaning outdoor lunch tables
- · Other projects as needed

Media Committee

Media Committee Coordinators: Bonnie Rodriquez, missville78@gmail.com, and Anibal Rodriguez, anibal@frankelmedia.com

Opportunities:

- Update School Website and Facebook
- Assist in the development of YouTube Videos
- Create Yearbook
- Write PSAs
- Assist in publishing of School Newspaper, volunteer newsletter and other publications.
- Take photos at events.

Morning Mile/Run Club Committee

Fun, Easy, Social

Morning Mile/Run Club Coordinator - Regina Becker, rbecker234@gmail.com

Morning Mile opportunities:

- Hand out sticks to students as they complete each lap
- Log students' laps
- Assist in cleaning students' shoes after walking
- Enter Morning Mile data weekly and provide updates throughout the year
- Develop and present virtual tours through the year based on cumulative miles achieved

Run Club opportunities:

- Run with students as you provide supervision
- · Walk with students as you provide supervision
- Interval train with students as you provide supervision

Classroom Activities Committee

Classroom Activity Coordinator: Peggy Ford, peggypford@yahoo.com

Team tasks include, but are not limited to:

- Listening to students read/one-on-one reading
- Celebrating teacher appreciation week
- Class cooking projects
- Art / creative projects (in class)
- Science projects
- Hospitality (Volunteer Orientation/recruit volunteers from your class, Kindergarten Round-Up, new family orientation)
- Administrative needs (copying, laminating, etc.)
- Cleaning Yoga Mats
- Organizing Class Parties

In addition to these basic tasks, each teacher has expressed different ideas or activities they may need assistance with on a weekly/monthly basis.

Healthy Learning Academy A Tuition-Free, Elementary Charter School 13505 West Newberry Road, Jonesville, FL 32669

www.healthylearningacademy.com 352-372-2279

As stated in the Parent Compact, each child's family is expected to volunteer for a minimum of 20 hours per school year. There are many ways to earn hours. Please select the committee(s) you prefer to receive information from (complete one form per volunteer). Committee coordinators will keep you informed about opportunities in the areas you select. Thank you for supporting your HLA and the children's education!

| | Fundraising Committee: Applying for grants, assisting with the Box Top program, organizing special events such as movie nights, 5K Fun Run, carnivals, silent auction, etc. |
|---------------|---|
| | Garden Committee : Planting, weeding, composting, watering, mulching, researching/creating garden-based curriculum projects |
| | Library Committee : Helping students select books, recording book check-outs/returns, issuing overdue notices. |
| | Maintenance Committee : Building, repairing, cleaning, laundry, sweeping, and other special projects requiring handyman skills. |
| | Media Committee : Creating and updating a variety of media-oriented projects including the school website, yearbook, newspaper, YouTube videos, etc. |
| | Morning Mile/Run Club Committee: Supervising students during Morning Mile, recording laps, cleaning students' shoes, supervising Run Club. |
| | Classroom Activity Committee: Listening to students read, cooking with the class, copying, laminating, sanitizing desks, helping out with teacher appreciation week, cleaning yoga mats, etc. |
| Interests/T | alents/Skills/Knowledge you would like to share with HLA students: |
| Parent/Gua | rdian: |
| Child(ren)'s | Name/Grade: |
| Email: | Phone #: |
| If you are in | terested in child care share, please provide number of children and their ages: |
| | 2015 2016 |

Demographic Information Use Agreement

In order to avoid any use of your information in a way you are not willing to have it be used, please complete the following, sign, and date.

| I grant permissi | on for the use of the following (check all boxes that are acceptable): | | | | |
|-------------------|--|--|--|--|--|
| Cell Phone: | for the purposes of: | | | | |
| | HLA related texts and phone calls | | | | |
| | Sharing with other HLA parents | | | | |
| | Notifications from other parents regarding non HLA activities (play dates, events | | | | |
| Email address: | for the purposes of | | | | |
| | HLA related business | | | | |
| | Notifications from other parents/staff regarding non HLA activities (play dates, birthday parties, events, links to information) | | | | |
| | Sharing with other HLA parents | | | | |
| Home address: | for the purposes of | | | | |
| | HLA related business | | | | |
| | Notifications from other parents/staff regarding non HLA activities (play dates, birthday parties, events, links to information) | | | | |
| | Sharing with other HLA parents | | | | |
| Other information | on not listed above: for the purposes of: | | | | |
| | HLA related business | | | | |
| | Notifications from other parents/staff regarding non HLA activities (play dates, birthday parties, events, links to information) | | | | |
| | Sharing with other HLA parents | | | | |
| None of correspor | my information may be shared and only used for HLA related activities and ndences. | | | | |
| Signature: | | | | | |
| Date: | | | | | |



Alachua County Public Schools **Application to Volunteer**





School Volunteer Programs 1725 SE 1 Avenue Gainesville, FL 32641

We are delighted to process this application to volunteer with the *Alachua County Public Schools*. Please complete this application accurately and completely. **Be aware that a check of the FDLE Sexual Predator web site will be performed.** We do this to comply with state law and to maximize the safety of our students. You may submit this application to the school of your choice or to the district office at the address above for processing. You must fill out a new application each year. Thank you for offering your time, talents and skills to enhance the education of our students.

| Please Type or Print School Volu | nteering In: | | | | | | |
|---|-----------------------------|-----------------------------|---------------|-----------------------|--|--|--|
| ☐ Female ☐ Male | Date of Birth: | | | | | | |
| | Month/Day/Year | | | | | | |
| Name: Last | | First | | Middle | | | |
| Mailing Address: | | FIISI | | iviidale | | | |
| Stree | et | City | State (Abr.) | Zip | | | |
| Phone: Home | Ema | ail: | | ☐ Yes ☐ No | | | |
| Home | Work | | | School Board Employee | | | |
| Indicate your age group: Under 21 | 21-61 🗌 62+ 🗌 | | | | | | |
| Occupation: | | Employer: | | | | | |
| Racial Category: White, Non-Hispani | c 🗌 Black, Non-Hispanic | : 🗌 Hispanic 🗌 Asian 🗌 | Multiracial [| ☐ Native American ☐ | | | |
| I have been a volunteer for year | | | | | | | |
| Emergency contact: | | Phone: | | | | | |
| Have you ever been convicted, found | | | | | | | |
| pre-trial intervention agreement, or had | | | | | | | |
| minor traffic violation.) Are there any c | | | | | | | |
| pursuant to S.943.0585 F.S. | iliniilai onalgoo now ponal | ing against you. Coalou of | oxpangoa roc | orae maet be reported | | | |
| → PLEASE CHECK ONE: YES | □ NO A "NO" chec | k means "NO" to every st | atement abo | V/A | | | |
| Where Arrested: | | | | | | | |
| Disposition: | Dates(3) | | or Orlanges(s | ·/· | | | |
| If YES , principal approval will be req | uired 🗆 Annroved 🗀 No | nt Δnnroved Princinal | | | | | |
| | • • | | | | | | |
| By signing, I agree to abide by the p | | | | | | | |
| and of the individual school in which I serve. I understand that the program reserves the right not to place me or to | | | | | | | |
| discontinue the use of my services a | as a volunteer. | | | | | | |
| → VOLUNTEER APPLICANT SIGN | NATURE | | Da | nte: | | | |
| I am interested in the following vo | olunteer placements. | | Men | toring Programs* | | | |
| After School Gators | Clinic | □SAC | | mericorps | | | |
| Athletic Coach | ☐ EDEP | Speaker's Bureau | | B/BS | | | |
| ☐ Booster Club | Exceptional Ed. (ESE) | | | HAMPS | | | |
| ☐ Chaperone | Foster Grandparent | ☐ Work @ Home | _ | ROP | | | |
| Classroom | | Other | _ | ockin' Reader | | | |
| Clerical/Office | PTA/PTSA/PTO | | _ _ | ake Stock in Children | | | |
| I am available: M□ T□ W□ Th□ | | | | een Trendsetters | | | |
| List career/volunteer experiences, talents, skills or hobbies: (X) only if enrolled | | | | | | | |
| Do you have children attending this school? Yes No Relationship to child: Mother Father Grandparent Other | | | | | | | |
| Child(ren) Name(s): | | | | | | | |
| Teacher(s)/Grade(s): | | | | | | | |
| I am a student at: | | ing for a class requirement | | | | | |
| <u> </u> | | 11 | Total | Hours Doquirod: | | | |
| Professor's Name: | C | ourse #: | Total | riouis Required. | | | |
| Professor's Name: | | ourse #: e: Confi | | | | | |
| | ent Background Check: Dat | | irmed by: | | | | |

Revised Date: 8/20/13