



Healthy Learning
ACADEMY

Volunteer Reference Manual

2015-2016

Index

Introduction and Volunteer Guidelines	Page 3
Fundraising Committee	Page 4
Garden Committee	Page 4
Library Committee	Page 5
Maintenance Committee	Page 5
Media Committee	Page 5
Morning Mile/Run Club Committee	Page 6
Classroom Activity Committee	Page 6
Volunteer Form	Page 7
Demographic Information Use Agreement	Page 8

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:

Classroom Hours: 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/Talents/Skills/Knowledge you would like to share with HLA students: _____

Parent/Guardian: _____

Child(ren)'s Name/Grade: _____

Email: _____ Phone #: _____

If you are interested in child care share, please provide number of children and their ages:

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 permission 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 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 my information may be shared and only used for HLA related activities and correspondences.

Signature: _____

Date: _____

