




Volunteer Handbook 2009/2010

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Red Bluff, CA 96080
Phone: 529-1650
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 Please complete, sign and return this page on or before the first day of school, August 10, 2009!


I am interested in volunteering in the following ways:

Volunteer coordinator for grade _____

Chaperoning: Field Trips Extra Curricular Activities

Drive for field trips

Collecting and sending in: Boxtops and Campbells

 soup labels Cell phones Ink cartridges

Provide treats, food, etc. for: trips School functions

Errands

Field **Days**

After school tutoring

Videotaping educational programs (requested by teachers)

Fund raising: Car Wash Scwann's Pizza cards

Yard Sale T-shirt sales

 Yard Work Other: _____

Parent Club leadership

Office help


Maintenance/repairs

Workdays

Teacher appreciation coordinator

Lunch time supervision

Lunch Coordinator Lunch pickup: Mon. Tues. Wed. Thurs.

 I can help:

Days: M T W Th F Weekends (circle all that apply)

Student(s) name: _____ Grade: _____


_____ Grade: _____

Parent/guardian's name: _____

Phone: Home: _____ Cell: _____

 Email: _____

I release SRDCS and individuals from liability in case of accident during my volunteer time, as long as normal safety procedures have been taken.

 _____
Signature

Date

**PLEASE COMPLETE
THE FORM ON THE
OPPOSITE PAGE
AND SEND
TO SCHOOL BY
AUGUST 10, 2009.
THANK YOU!!**

All parents/guardians of students attending the Sacramento River Discovery Charter School, per our policy, are asked to volunteer 50 hours per student, per year. Volunteers are a vital part of keeping a school running smoothly. We need you and we want you.

Philosophy of Volunteering

- Goals of Volunteer Program
 - To increase the quality of education that our students receive
 - To enrich and broaden the experience of students
 - To engage family participation in students lives and make a positive impact on education
 - To provide extra help to assist staff members and teachers in providing a superior education
 - To help minimize the cost of school maintenance, transportation, clerical and cleaning costs
 - Volunteering should be FUN!

- Confidentiality
 - As a matter of professional ethics, volunteers must not discuss teacher, student or school affairs with other people. It is extremely important that confidentiality be upheld at all times.

- Dependability
 - Students, teachers and staff members rely on services performed by volunteers. If you are unable to volunteer on your scheduled day or time, it is extremely important that you either 1) contact the school so other arrangements may be made or 2) you find someone to take your place and then notify the school.

If you will be late, a call letting staff know will be appreciated!

- Department of Justice Verification
 - Volunteers who work with students outside direct supervision of a staff member MUST go through the finger-printing process. “Live Scan” is performed at the Tehama County Sheriff’s Department by appointment only. Paperwork may be obtained in the school office.

- Student Discipline
 - Adult volunteers have a responsibility to inform staff, if there is a student discipline problem.
 - Volunteers should not discipline a student unless they are expressly instructed to do so by a supervising staff member.
 - If you observe harassment or discrimination you should report the incident to the principal or designee.
 - If you suspect that someone is carrying a weapon on school district property, please note the person’s appearance and location and report the information to the principal or another school staff member immediately.

- I.D. Badges
 - Volunteers must always wear an identification badge when on campus

- Signing In/Out
 - For security and safety reasons, volunteers are required to sign in and sign out on the log located in the office.

- Volunteer Dress and Behavior

- Our school dress code applies to volunteers – please dress appropriately for school activities.

NOTES:

THANK YOU FOR VOLUNTEERING

Each grade has a Volunteer Coordinator. This person is the school's liaison for "gathering the troops"! When there is a need for volunteers, the volunteer coordinator is contacted who then calls or emails the families in that grade.

This is a VERY important position and can be filled with someone who works during the day. This position fulfills all volunteer time. Please consider being a Volunteer Coordinator!

- ALL inappropriate language (i.e. swear words, sexual content, being crude, etc.) is not allowed.
- Alcohol, tobacco and/or drugs are not allowed on campus or at any school activity.
- Bringing younger siblings for volunteer activities may or may not be appropriate. Talk to the supervising staff member before the event for clarification.
- Please turn off cell phones and other electronic devices while volunteering in the classroom.
- Use of School Property
 - It is important to not tie up the school telephones with personal calls; if you must use the school telephone, please keep it brief.
 - Volunteers may be using the staff room and/or equipment. Please be sensitive to teachers' needs, as teachers may be under a tight time schedule.
 - Adult volunteers are welcome to use staff restrooms.
- Emergency Drills
 - Volunteers must follow the same procedures as staff and students, including leaving the building during an emergency drill.
 - In the case of a real emergency, office staff will give the sign-in sheets to emergency personnel.
- School Supplies and Equipment
 - If, as a volunteer, you are using supplies, please let the school secretary know when supplies are getting low.
 - Volunteers should be trained in the use of school equipment before they use it.

Ways to Volunteer

1. Volunteer coordinator for grade:
This is a very important position and can be filled by someone who works during the day. Volunteer Coordinators contact parents for help that is needed: i.e. send in cookies, drive, plan a party, chaperone, etc.
2. Chaperone: The school is always in need of adults who are willing to chaperone on Field Trips and Extra Curricular Activities.
3. Drive for field trips: Vehicle insurance information must be on file, per California Ed Code.
4. Collect/send in: Boxtops, Campbells soup labels, Cell phones, Ink cartridges. Items are collected at school, you pick them up from school and turn them into money for the school.
5. Provide treats, food, etc. for trips, school functions
6. Errands for teacher or office staff.
7. Field Studies: driver for trips, preperation, general help.
8. After-school tutor: do you have a skill that would allow you to tutor a student struggling in school?
9. Videotape educational programs when requested by teachers.
10. Fund Raisers: It is the policy of the school that our field trips be self-supporting. Fund raising is one way to cut down the parent contribution at the time of the trip. Can you head a fund raiser? If you don't want to head the fund raiser are you willing to help out on a fund raiser working under another parent's direction?
11. Office help: sometimes the office can use help with copying, collating, general office work
12. Maintenance/repairs: we are a school and always in need of some kind of maintenance. Do you do windows? Yard work? Building repair? ???
13. Workdays: We hold a few parent volunteer work days each year to clean up the school and do miscellaneous maintenance.
14. Teacher Appreciation Coordinator: We are lucky to have a hard working teaching staff who care about our students. Would you be willing to head some teacher appreciation activities in May?
15. Lunch Supervision: We are always in need of adults who have the time and ability to help enforce the rules and assist staff during the lunch break.
16. Lunch Pickup: On Monday, Tuesday, Wednesday and Thursday we order in lunch from fast food restaurants. (i.e. Raleys sandwich, Burger King, Round Table, Taco Bell) We need parent volunteers to take orders before school, pick up lunches and distribute them at lunch time.
17. Lunch Coordinator: Schedule volunteers to order, pick up and deliver student lunches. Pick up snacks and drinks and may substitute for lunch pickup if necessary.

WE LOVE OUR VOLUNTEERS