

VOLUNTEER COORDINATOR HANDBOOK

2016-2017



St. Johns County School District
St. Augustine, Florida
Excellence in Public Education Since 1869

2016-2017
 Informational Timeline
 Volunteer Services Department
 St. Johns County School District

August		February	FLORIDA SCHOOL VOLUNTEER MONTH
10	First Day of School		
16	KNT Training	14	Parent Involvement Award Nominations Due
24	Vol Coordinator Trng	25	RSVP Chocolate and Beyond
September	FLORIDA LITERACY MONTH	March	
13	Five Star Trng	15	Golden & Silver School Award Nominations Due
27	Business Partnership Coord Trng	April	NATIONAL VOLUNTEER MONTH
October		7	Outstanding School Volunteer and Volunteer Coordinator Celebration
14	Outstanding School Volunteer Nominations Due	23-29	National Volunteer Week
November	PARENT INVOLVEMENT MONTH	17-21	National School Volunteer Week
13-19	American Education Week	May	
17	National Parental Involvement Day	2-6	National Teacher Appreciation Week
December	HAPPY HOLIDAYS!	3	National Teacher Appreciation Day
January	NATIONAL MENTOR MONTH	2	Annual School Volunteer Program Survey Information Due
23-27	Celebrate Literacy Week, Florida!	8	Five Star School Award Applications Due

**ST. JOHNS COUNTY SCHOOL DISTRICT
MASTER CALENDAR
2016-2017 School Year
Board Approved November 10, 2015**

Tuesday	August 2, 2016	Optional Teacher Planning Day
Wednesday-Tuesday	August 3,4,5,8 and 9, 2016	Teacher Pre-Planning (Aug. 3 - Teacher Inservice Day)
Wednesday	August 10, 2016	Students Report to Class (Regular School Hours -Full Day)*
Monday	September 5, 2016	Labor Day- Student/Teacher Holiday ✓
Friday	October 14, 2016	First Quarter Ends
Monday	October 17, 2016	Hurricane Make Up Day ✓
Friday	November 11, 2016	Veterans Day - Student/Teacher Holiday ✓
Wednesday - Friday	November 23-25, 2016	Thanksgiving Break - Student/Teacher Holiday ✓
Wednesday	December 21, 2016	Second Quarter/First Semester Ends (Wednesday, December 21*)
Thursday-Tuesday	Dec. 22, 2016-Jan. 3, 2017	Winter Break - Student/Teacher Holiday
Wednesday	January 4, 2017	Teacher Planning Day-Student Holiday ✓
Thursday	January 5, 2017	Classes Resume for Students/Second Semester Begins
Monday	January 16, 2017	Martin Luther King Day - Student/Teacher Holiday ✓
Friday	February 17, 2017	Teacher Inservice Day - Student Holiday ✓
Monday	February 20, 2017	Presidents Day - Student/Teacher Holiday ✓
Monday - Friday	February 27 - March 10, 2017	FSA Writing (Grades 4-10)
Friday	March 10, 2017	Third Quarter Ends
Monday-Friday	March 13-17, 2017	Spring Break - Student/Teacher Holiday
Monday	March 20, 2017	Teacher Planning Day-Student Holiday
Tuesday	March 21, 2017	Classes Resume for Students
Friday	April 14, 2017	Student /Teacher Holiday ✓
Monday - Friday	March 27 - May 5, 2017	FSA Testing (Reading, Math & Science)
Wednesday	May 24, 2017	Last Day for Students*Fourth Quarter Ends
Thursday	May 25, 2017	Last Day for Teachers - Teacher Planning Day
Friday-Saturday	TBD	Graduations (Schools/Locations TBD)

***ALL Schools** will be dismissed **1 hour** early on Dec 21, 2016 and May 24, 2017

All Schools participate in a weekly early release on Wednesday: Elementary @1:50, Middle @1:00, High @ 2:45

Interims Issued: September 12, 2016	Report Cards: October 24, 2016
Interims Issued: November 16, 2016	Report Cards: January 20, 2017 (updated 5-9-16)
Interims Issued: February 8, 2017	Report Cards: March 27, 2017
Interims Issued: April 24, 2017	Report Cards: May 24, 2017 - Elementary only.*

***Secondary Report Cards: Notification will be made via District's mass notification system when final grades have been posted on HAC. (Delayed until state test scores are processed.)**

✓ **Denotes hurricane make-up days**

Optional planning day may "Flex" for any Planning Day or Post Planning day as pre-approved by Principal

CHARACTER COUNTS! In St. Johns County

Pillars of the Month

August - All Pillars	October - Responsibility	December - All Pillars	February - Caring	April - All Pillars
September - Fairness	November - Citizenship	January - Respect	March - Trustworthiness	May - Citizenship

(Emphasis on Patriotism)

* Updated May 16, 2016



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Outstanding School Volunteer Award Instructions/Information

The Outstanding School Volunteer Award is presented annually to school volunteers who have shown outstanding dedication and commitment to quality education in Florida. Volunteers are selected based on the number of hours of service, years of service, unusual type of contribution, and/or characteristic of services rendered. The Outstanding School Volunteer Award recognizes a student, adult, and a senior volunteer in each of Florida's five reporting regions.

SCHOOL VOLUNTEER COORDINATOR: Please submit one application for each of the three categories: Youth, Adult, and Senior by October 14, 2016. A panel of judges will select a winner in each category.

Outstanding School Volunteer Award Application

2016-2017

The Outstanding School Volunteer Award is presented annually to school volunteers who have shown outstanding dedication and commitment to quality education in Florida.

Volunteers are selected based on the number of hours of service, years of service, unusual type of contribution, and/or unique characteristics of services performed. The Outstanding School Volunteer Award recognizes a student, adult and a senior volunteer in each of Florida's five reporting regions.

Complete the information below. Please type or print legibly.

SCHOOLS: Return all applications to your District Volunteer Coordinator.

District: _____ Region: I ___ II ___ III ___ IV ___ V ___

School Name: _____

Mailing Address: _____

City/State/Zip: _____ Telephone: _____

District Volunteer Coordinator: _____

Mailing Address: _____

City/State/Zip: _____ Telephone: _____

District Volunteer Coordinator Signature: _____

Superintendent (District Level Winner): _____

DISTRICT VOLUNTEER COORDINATOR: Please submit one application for each of the three categories: Youth, Adult and Senior by November 4, 2016.

- A panel of judges will select a Youth, Adult and Senior winner for each region.
- Fifteen winners will be selected.
- Mail the original application and six copies to:

Kelli Walker, Director of Volunteer and Community Involvement
Florida Department of Education
Bureau of Family and Community Outreach
325 West Gaines Street, Room 1444
Tallahassee, FL 32399-0400

Volunteer's Service Information

Youth (20 years old and younger) Adult (21-61 years old) Senior (62 years or older)

Volunteer Name (Mr./Mrs./Ms.): _____

Mailing Address: _____

City/State/ip: _____ Telephone: _____

Fax: _____ Email: _____

If student, name of school he/she attends: _____

1) Name(s) of school(s) in which volunteer serves: _____

2) Grade level/area served (mark 'X' as appropriate):

Kindergarten Senior High Other 1-3 4-6 Adult

Middle School/Junior High Exceptional Education Guidance

3) Number of hours of volunteer service (over the last year and a half): _____

4) Number of years of volunteer service: _____

5) Average hours of weekly volunteer service: _____

6) Volunteer candidates nominated for an Outstanding School Volunteer Award are required to attend an orientation and/or receive training. Volunteer has completed (please mark 'X'):

Orientation yes no

Volunteer Training yes no

Describe why this volunteer was selected to represent outstanding volunteer service in his/her category.
Only the information that appears on this form will be considered.



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Florida Department of Education
Bureau of Family and Community Outreach
Turlington Building, Room 1444
325 West Gaines Street
Tallahassee, FL 32399-0400

2016-2017

Family and Community Involvement Award

Highlighting Exemplary Programs in Florida Schools

Complete the information below: Please type or print legibly.

SCHOOLS: Return all applications to your District Volunteer Coordinator.

Region: I ___ II ___ III ___ IV ___ V ___ Elementary PreK-5) ___ Middle/Senior ___

District: _____

School Name: _____

Mailing Address: _____

City/State/Zip: _____ Telephone: (____) _____

Project Name: _____

Program Contact: _____ District: _____

Volunteer Coordinator: _____ Telephone: (____) _____

SIGNATURES:

School Principal: _____

School Advisory Council Chairman: _____

PTA or Parent Organization President: _____

District Volunteer Coordinator: _____

Superintendent (District Level Winner): _____

DISTRICT VOLUNTEER COORDINATOR: Mail the original and 6 copies of the application to Kelli Walker, Florida Department of Education, Bureau of Family and Community Outreach, 325 West Gaines Street, Rom 1444, Tallahassee, FL 32399-0400, by February 24, 2017.



Overview of Award

The purpose of this award is to promote and recognize innovative school practices that increase family and community involvement. Each school selected as a regional winner will designate a representative from the school to accept the award during the Florida PTA Leadership Conference in July 2016. Expenses for the school representative that will be reimbursed include: car mileage, two nights lodging, and awards luncheon ticket.

Award Categories

Entries will be judged in each of two categories: Elementary School (PreK-5) and Middle/High School (6-12). Statewide, there will be a total of ten winners. Each district may submit two nominations: one Elementary and one middle/high school.

Criteria for Selection

A nomination should reflect an innovative practice for recruitment, training and recognition of family and community involvement practices. These could include, but not be limited to: programs that address removing barriers, parenting, student learning, communicating, volunteering, training at school or at home, decision making, and collaborating with the community and others.

Judging

At the district level, the selection process will be organized by the District Community Involvement/Volunteer Coordinator. Nominations will be evaluated on:

- 1) Impact on family involvement
- 2) Ability to be replicated
- 3) Relationship to goals and objectives of the schools
- 4) Participation of families and community in planning and implementation, uniqueness and innovation
- 5) Impact on school improvement
- 6) Numbers of families and community members participating in relationship to program capability to accommodate
- 7) Cost
- 8) Collaborative efforts.

Entry Deadline for District Volunteer Coordinators

Please provide the original and 6 copies of the completed nomination form by 5:00 p.m. February 25, 2017 to the Bureau of Family and Community Outreach.

Eligibility

The nomination is to be generated by the School Advisory Council, with input from the school's PTA or parent organization. Entries must be school projects that focus on specific school-initiated family and community involvement programs or strategies.

PROJECT NAME: _____
MAILING ADDRESS: _____
CITY/STATE/ZIP: _____

Facts and Figures

Contact Person: _____
Project's mission: _____
Project's goals: _____
Project initiated by: Title I ___ ESE ___ ESOL ___ PTA ___ PTO ___ Other ___

If you have a program website, please indicate address (url): _____
Total school enrollment: _____
Grade levels served by project: _____
Number served by project: Parents/Guardians ___ Students ___ Community Partners ___

(Provide a number)

Staff size: _____
Number of volunteers needed to implement project:
Parents/Guardians ___ Staff ___ Students ___ Community Partners ___

Names of community business partners involved in project: _____

Major sources of funding: _____
Budget (how much did the project cost): _____
(List a dollar amount, in-kind services, and/or donations)

Fees for participation: _____
Site location: _____
Program hours: _____

Entry deadline for District Volunteer Coordinators:
No later than 5:00 p.m. on February 25, 2017.

PTA National Standards for Family-School Partnerships

CHECK ALL THAT APPLY

- ___ Welcoming All Families into the School Community
- ___ Communicating Effectively
- ___ Supporting Student Success
- ___ Speaking Up for Every Child
- ___ Sharing Power
- ___ Collaborating with Community

Program Description

- Describe the nominated program in the space below.
- How does this program support the school goals and school improvement plan?
- How does this program address the areas of communication, parenting, student learning, volunteering, school decision making, and advocacy and collaborating with the community?
- Briefly describe the activities of the program, stressing their unique qualities. Indicate the number of parents, students, school staff, and/or community members who have participated. Indicate the amount of time spent this year on the program.
- Include how the program is funded and the approximate cost this year, including in-kind donations.
- Provide evidence of the substantive effect of this activity on the school, students, families, teachers, or administrators.
- Describe collaborative efforts to implement program.
- Are there materials available that can be shared with others who wish to duplicate your program?

Yes ___

No ___

If yes, list materials and a brief description.

2016-2017 GOLDEN SCHOOL AWARD CRITERIA

The Florida Department of Education presents the Golden School Awards to elementary, secondary and adult schools that promote parent and community involvement. To be eligible for recognition, a school must meet all criteria below.

Complete the following form and return to Cheryl Freeman by **Wednesday, March 15, 2017**. Forms can be submitted via interoffice mail, email (Cheryl.Freeman@stjohns.k12.fl.us), FAX (547-3956) or direct mail (40 Orange Street, St. Augustine, FL 32084).

1. A minimum of 80% of the school staff participated in training related to school volunteerism.

YES _____ NO _____

2. A school volunteer coordinator is designated for recruitment, placement, training, and supervision.

YES _____ NO _____

3. The total number of hours in volunteer service equals twice the number of students enrolled in the school. Any volunteer activity that contributes to student improvement may be counted. This can include fund raising.

YES _____ NO _____

School Name: _____

Principal's Signature: _____

Total Number of volunteer hours in the 2015-2016 school year: _____
(NOTE: Total must include an estimate for March, April, May, and June)

Date: _____

2016-2017 SILVER SCHOOL AWARD CRITERIA

The Florida Department of Education presents the Silver School Award to secondary schools that provide exemplary services to elementary and secondary schools. To be eligible for recognition, a school must meet all criteria listed below.

Complete the following form and return to Cheryl Freeman **by Wednesday, March 15, 2017**. Forms can be submitted via interoffice mail, email (Cheryl.Freeman@stjohns.k12.fl.us), FAX (547-3956) or direct mail (40 Orange Street, St. Augustine, FL 32084).

1. The sending school must have a school volunteer coordinator who provide coordination of the program, placement of students, orientation/training for the receiving staff, student/program evaluation, and student volunteer supervision.

YES _____ NO _____

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

YES _____ NO _____

3. Student volunteers and the receiving faculty must both receive orientation and training.

YES _____ NO _____

4. The composite student volunteer hours must equal at least one half of the total number of students (FTE) count) in the sending school. (i.e., 2,000 students – 1,000 volunteer hours).

YES _____ NO _____

School Name: _____

Principal's Signature: _____

Total Number of student volunteer hours in the 2016-2017 school year: _____
(NOTE: Total must include an estimate for March, April, May, and June)

Date: _____

DOE Annual Volunteer Report Information 2016-2017 School Year

Name of School _____

A. Please check all programs below in which your school is involved:

- School Volunteers
- Speakers Bureau
- Peer/Cross-Age Tutors
- Business Partnership Volunteers
- Parent Education/Training
- Release Time Volunteers
- Learn and Serve
- Intergenerational
- Military Involvement
- Corporate Tutors
- Youth Motivators
- Other (Specify) _____

B. How many of your total volunteers are **mentors**? _____
(Use approximate numbers if necessary.)

Mentor Group	Number of Volunteers	Number of Hours
Collegiate		
State Government		
Military		
Business		
Take Stock in Children		
Boys & Girls Club		
HOSTS		
AmeriCorps		
Big Brothers/Big Sisters		
Other _____		

RETURN TO THE RSVP OFFICE BY MAY 2, 2017. THANK YOU!!!

Phone: 547-3952; FAX: 547-3958 (office hours only);

E-mail: Cheryl.Freeman@stjohns.k12.fl.us.



2016-2017 OFFICIAL APPLICATION

School improvement and accountability legislation are built upon the active involvement of parents, guardians, business people and other community members in an effort to improve schools in the state of Florida. The legislative intent is to return the responsibility for education to those closest to the students—schools, teachers and families. The Five Star School Award was established to recognize that community involvement is vital to student success.

This symbol of achievement is presented each year to those schools that have shown evidence of exemplary community involvement. Eligible schools are designated annually and must be renewed each year.

In order to qualify for this award, a school must achieve 100% of the criteria in the categories of Business Partnerships, Family Involvement, Volunteers, Student Community Service, and School Advisory Councils. The school must also have a portfolio that documents the achievement of each criterion.

SECTION I

Name of School District: _____

Superintendent: _____

Address: _____

City: _____ State: ____ Zip: _____ Telephone: _____

District School Volunteer Coordinator: _____

Email: _____

Address: _____

City: _____ State: ____ Zip: _____ Telephone: _____

Name of School Nominated: _____

Address: _____

City: _____ State: ____ Zip: _____ Telephone: _____



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SECTION II

A school must have a grade of “C” or above for the 2016-2017 school year to qualify for the Five Star School Award.

Please check each criterion to indicate accomplishment.

A. Community/Business Partnership

1. ___ Community/business/agency has a jointly-developed plan of partnership activities that is signed yearly.
2. ___ Community/business/agency maintains an ongoing, active relationship with the school.
3. ___ Community/business/agency is involved in the development and implementation of the School’s Improvement Plan.
4. ___ Community/business/agency partnership supports teaching and learning through the donation of human resources and goods/services or financial resources.
5. ___ School designates a community business partnership coordinator.
6. ___ School provides opportunities for community/business partners to receive orientation and training.
7. ___ Community/business partnership coordinator and school staff receive training during the year on effective use of services by business partners.
8. ___ School provides recognition of community/business partners.

B. Family Involvement

1. ___ School has an active parent organization (e.g., PTA, PTO, Boosters, etc.).
2. ___ Education opportunities are offered to families (e.g., Florida Standards, literacy, career planning, parenting, homework assistance).
3. ___ Focus/discussion/support groups are offered to families (e.g., parenting, drug awareness, safety, violence prevention).
4. ___ School offers joint parent and student training (e.g., academic skills, family reading, violence prevention, financial aid).
5. ___ Family outreach activities are offered through collaborative or facilitated activities (e.g., neighborhood meetings, tutorial services, off-site programs).
6. ___ A minimum of 60% of families are positively involved in the school more than once during the year.

B. Family Involvement, continued

7. ___ School is able to provide evidence of a variety of communication techniques used to communicate with families by teachers and school staff.
8. ___ School ensures that welcome signage is near the entrance and that any interaction with parents creates a climate in which parents feel valued and welcome.
9. ___ School provides parents with current information regarding school policies, practices and both school and student academic performance.

C. Volunteers

(Meets criteria of Golden School Award)

1. ___ A minimum of 80% of the school staff have participated in school-based volunteer training during the school year.
2. ___ School volunteer coordinator has been designated to provide leadership for the school volunteer program through recruitment, placement, training and supervision of participants.
3. ___ Total number of hours in volunteer service equals twice the number of students enrolled in the school. (Any volunteer activity that contributes to student improvement may be counted.)
4. ___ School provides recognition of volunteers.

D. Student Community Service

1. ___ School provides service learning opportunities to students that focus on identified community needs (e.g., renovating a park, working at election polls, feeding homeless).
2. ___ A minimum of 50% of students are involved in community activities (e.g., pen pals to shut-ins, food drives, cross-school tutoring activities).

E. School Advisory Council (SAC)

1. ___ A minimum of eight (8) meetings are held per year. Attendance averages 80% of members.
2. ___ Annual presentation of School Improvement Plan is made to school community after public notice to all stakeholders (e.g., school marquee, flyers).
3. ___ Evidence of ongoing training and/or development of the School Advisory Council is available.
4. ___ School Improvement Plan reflects one new idea that involves the community in its implementation
5. ___ School Advisory Council participates in the development and/or interpretation of the needs assessment data.
6. ___ Training provided for staff and SAC members on collaborative partnering and shared decision-making.

Documentation of Accomplishment

A portfolio documenting the accomplishment of each of the criterion is available at the school site.

YES ___ NO ___

School Impact Data

What proof can you provide that the community's involvement with your school improved the students' academic work, attendance, or behavior? **(If necessary, please attach additional sheet.)**

Community Involvement Best Practice

Summarize a community involvement promising practice initiated by your school to increase student achievement. **(If necessary, please attach additional sheet.)**

We hereby certify the information contained in this application is true to the best of our knowledge and belief.

(Signature of Individual Preparing Application Form)

(Title)

(Address)

(Telephone)

(Signature of School Advisory Council Chairperson)

(Signature of Principal)

(Signature of District School Volunteer Coordinator)

(Signature of Superintendent or Designee)

(Address)

(Telephone)



APPLICATION CHECKLIST

Please check the following before returning this application:

- 1. Have you checked every criterion?
- 2. Have you clearly identified the school district, district school volunteer coordinator and school nominated?
- 3. Is the complete address and telephone information provided?
- 4. Has the application been signed by all required parties?

MAIL to your District School Volunteer Coordinator. The coordinator will verify that all criteria have been met and forward your application to the Florida Department of Education by June 15, 2017.

THE GENERAL GOALS OF THE SCHOOL VOLUNTEER PROGRAM

- ▶ To provide individualized educational assistance to students.
- ▶ To enrich the students' curriculum and in turn broaden their awareness and experience;
- ▶ To improve students' self-evaluation and worth by increasing their opportunity for educational achievement;
- ▶ To increase students' self-motivation for learning by providing a positive attitude toward education;
- ▶ To encourage the development of self-control and independence in students;
- ▶ To provide students with an opportunity to develop social competency;
- ▶ To relieve the teacher of some non-instructional tasks and duties;
- ▶ To reinforce lesson skills;
- ▶ To stimulate community interest, concern, and support for the educational system;
- ▶ To provide an opportunity for interested community members to become involved directly with the educational system and processes;
- ▶ To strengthen school-community relations through direct and positive participation in the school;
- ▶ To enhance all aspects of the educational process.

ROUTINE PROCEDURES FOR VOLUNTEERS

1. Be punctual. In case of absence, please notify the front office as early as possible.
2. Be sure to sign in and out upon your arrival and departure at the front office.
3. Volunteer name badges must be worn at all times while at the school.
4. Report to the faculty or staff member to whom you are assigned promptly.

NOTE: For the safety and welfare of the students, a background check will be conducted for all volunteers. Volunteer applications are processed by the School Volunteer Coordinator through the KeepnTrack volunteer tracking system.

**THANK YOU FOR BEING
A SCHOOL VOLUNTEER!!!**

QUALITIES OF A GOOD SCHOOL VOLUNTEER

- ▶ Be dependable and punctual (always calling the school to notify the student and teacher if they are unable to come).
- ▶ Remember that the teacher is in charge of the classroom.
- ▶ Conform to school policies and know the importance of the volunteer's role as a good example of behavior, speech and dress.
- ▶ Respect cultural differences of young people.
- ▶ Know that the special information about teachers and students is confidential.
Keep your observation on a professional level.
- ▶ Be willing to work under supervision of a staff member.
- ▶ Talk over any problems with the assigned teacher and the volunteer coordinator.
- ▶ Schedule parent-teacher conferences for your children during non-volunteer hours.
- ▶ Follow the teacher's plans completely.
- ▶ Ask if you do not understand a directive or assignment.
- ▶ Have time and a willingness to serve on a regular basis.
- ▶ Have or be willing to acquire skills needed to improve and enrich a learning program.
- ▶ Possess a warm, friendly and positive attitude.
- ▶ Abide by confidentiality rules for all students, personnel, and other school volunteers.
- ▶ DO NOT assume the responsibility for the discipline of pupils.
- ▶ Do not chew gum on campus.
- ▶ Do not smoke on school premises. St. Johns County Schools are all smoke-free.

SUGGESTIONS FOR DEVELOPING EFFECTIVE VOLUNTEER/TEACHING RELATIONSHIPS

- ▶ Establish a good, firm working relationship with the teacher.
- ▶ Discuss the level of class, special help needed for students, time at which teacher needs assistance most, and area and goal that the teacher is pursuing.
- ▶ Exchange phone numbers so that, if necessary, contact may be established.
- ▶ Let the teacher know what training you have received, and discuss the service assignment together.
- ▶ Come to the classes at the time and day prearranged with the teacher. He/She will have changed his/her schedule to include you. Also, the student(s) will be relying on your arrival.
- ▶ Be warm, friendly and courteous at all times.
- ▶ Never disagree with the teacher in front of students or let the students play you against each other.
- ▶ Keep channels of communication honest and open. If there is a problem, speak about it to the teacher or volunteer coordinator. Also, don't be afraid to ask questions.
- ▶ Let the teacher know if you have discovered a serious problem or handicap that may affect the student's work.
- ▶ Be willing to receive direction and supervision from the teacher or other members of the school staff.
- ▶ Clearly understand the task which has been identified and work toward a specific goal.
- ▶ Make sure the teacher in charge of the activity is aware of your plan of action, and approves it.
- ▶ Identify appropriate classroom behavior the teacher wishes to reinforce.
- ▶ Assure that all anticipated questions are asked about an assignment, to avoid interrupting the teacher during instructional time.

TUTORING TIPS

1. Before the first session of tutoring, the tutor must have a conference with the student's teacher.
2. Find a quiet place where you can work with the student.
3. Establish a friendly relationship with the student by chatting briefly about the student him/herself. (Don't talk about home life unless the student brings it up.)
4. Be sensitive in communicating with your tutee. Be a careful listener.
5. Establish where the student is in his/her work by asking him/her to explain some of the work done previously.
6. If you are going to miss a session, call the school and have a message relayed to the student as soon as possible.
7. Remember that you are acting as a role model for your student and you should dress and act appropriately.
8. Don't let an unhappy tutoring situation continue for long. Seek help or perhaps ask for a different student. If the situation is not rewarding to both you and the student, it will not help the student anyway.
9. Unless the teacher requests it, avoid having the child just repeat his classroom lessons for you. Devise your own games and materials to supplement classroom assignments and to stimulate new areas of interest.
10. Have a large folder or envelope for each child you tutor. Have the child bring this to each session so that materials worked on under your direction will not be confused with class-assigned papers.
11. Be patient. Some students may work more slowly on academic problems. This is often because they are less secure. Your patience will be an encouragement.
12. Repetition is the name of the game. Devising different ways to get the student to repeat what is being learned will prove most successful.
13. Give the student opportunities to make decisions about your work together, and then carry through.
14. Games are a powerful teaching tool. Use them and talk about them with your student.
15. Each student is an individual and is motivated by different reward systems.
16. Be sincere, but praise an honest effort by your student.

VOLUNTEER OPPORTUNITIES AT THE ELEMENTARY SCHOOL LEVEL

1. Tell stories to children.
2. Listen to children read.
3. Conduct flash card drills.
4. Provide individual help.
5. Assist in learning centers.
6. Set up learning centers.
7. Help contact parents.
8. reproduce materials.
9. Work in clinic or library.
10. Check out audio-visual equipment.
11. Practice vocabulary with non-English speaking students.
12. Make instructional games
13. Play instructional games.
14. Play games at recess.
15. Assist with visual tests.
16. Prepare visual materials,
17. Develop programmed materials.
18. Grade papers.
19. Prepare bulletin boards.
20. Help with book fairs.
21. Work with special challenges.
22. Assist with field trips.
23. Make props for plays.
24. Set up or run bookstore.
25. Gather resource materials.
26. Help children with computer skills.
27. Help children with arts and crafts.
28. Help with cooking projects.
29. Check out books from public library.
30. Set up experiments.
31. Take attendance.
32. Collect lunch money.
33. Escort children to bathroom, library, cafeteria.
34. Work on perceptual activities.
35. Make list of library resources.
36. Work with a handicapped child.
37. Prepare teaching materials.
38. Record grades.
39. Supervise groups taking tests.
40. Discuss careers or hobbies.
41. Reinforce learning of alphabet.
42. Practice handwriting skills.
43. Talk to children – be a friend.

VOLUNTEER OPPORTUNITIES AT THE ELEMENTARY SCHOOL LEVEL CONTINUED

44. Reinforce recognition of numbers.
45. Drill recognition of color words.
46. Help children with motor skills.
47. Play a musical instrument.
48. Help students who play instruments.
49. Make puppets.
50. Dramatize a story.
51. Set up a 'grocery store' to practice math skills.
52. Drill spelling words.
53. Drill multiplication tables.
54. Make reading carrels from boxes.
55. Tell stories with puppets and flannel boards.
56. Assist with sing-a-longs.
57. Show slides on life in other countries, parts of the U.S., crafts, and/or games.
58. Discuss care and training of pets.
59. Demonstrate different artistic abilities.
60. Discuss life from the point of view of a person with a handicap and the importance of understanding others.
61. Discuss different handicaps.
62. Discuss attitudes, feelings, and emotions.
63. Share ethnic backgrounds and experiences.
64. Discuss farm life and farm animals.
65. Demonstrate gardening skills.
66. Help prepare assembly programs.
67. Discuss vacations.
68. Discuss aspects of safety.
69. Share information on local history.
70. Demonstrate pioneer crafts – weaving, candle making, soap making, musical instruments, toys, and dolls.
71. Assist in preparing courses in photography, drama, knitting, square dancing, etc.
72. Reinforce spelling and vocabulary words.
73. Help select library books.
74. Show a filmstrip to a group.
75. Share stories of growing up and living in different times and/or places.

VOLUNTEER OPPORTUNITIES AT THE SECONDARY SCHOOL LEVEL

1. Be a special speaker about careers, experiences, travel, etc.
2. Help students in the guidance office find answers to questions about careers and universities.
3. Help students on special projects.
4. Help students with resource materials in the library.
5. Assist in the school clinic.
6. Read textbooks to students with reading problems.
7. Assist students with handicaps.
8. Assist in science labs.
9. Assist in vocational classes.
10. Accompany students on choral, band, club, or athletic trips.
11. Assist students in art, music, acting, etc.
12. Help arrange field trips.
13. Sponsor school clubs.
14. Assist in developing school publications.
15. Assist in putting on student performances.
16. Help students who were absent make up assignments.
17. Help non-English speaking students with vocabulary and conversational skills.
18. Assist in organizing a college fair.
19. Assist teachers in gathering resources for units of study.
20. Serve as math tutor.
21. Serve on homework hotline team.
22. Assist athletic coaches.
23. Serve as listener for students.
24. Perform clerical duties.
25. Assist in arranging and supervising special school events.
26. Help with registration.
27. Proctor standardized tests.
28. Be an attendance office volunteer.
29. Assist in school book store.
30. Assist in book fair and/or science fair.