

# Volunteer Program Montrose Area School District Choconut Valley Elementary

## Definition of Volunteers~

A School Volunteer is a non-paid person who gives of his/her time on an occasional or regular basis at the school to support the efforts of district staff. Volunteers may include parents, senior citizens, students and other members of the community. An individual shall be considered to be an "authorized volunteer" for the purpose of participating in school activities and for liability insurance protection when they do so in accordance with all district policies and administration procedures

## Volunteer Opportunities~

If you want "hands on" experience working directly with students during the school day, then classroom volunteering provides an opportunity to serve as a tutor or teacher's helper under the supervision of a teacher. Volunteers are assigned to any classroom K through 6<sup>th</sup> grade. Duties include: tutoring, small group assistance and special projects.

Possible Activities: reading to children or listening to them read, practicing/reviewing skills, special projects, clerical tasks, field trips, copying papers, assisting with class parties and many other activities

## Procedures~

Volunteers may come from all background and all age groups and may include any persons willing to give their time to the purpose of helping students and staff. Responsible staff shall identify appropriate tasks for volunteers and shall train volunteers to become skilled in performing those tasks.

One of the primary areas of focus of the Montrose Area School District Volunteer program will be to assist those students who are experiencing academic difficulties. With that in mind, the Volunteer Coordinator will work with the building principal, the School Counselor and/or the Instructional Support Teacher.

## Requirements~

1. Volunteers will complete an application available from the office.

2. Volunteers will be required to complete a Criminal Record Check prior to volunteering.
3. Volunteers will be required to have a Child Abuse Check prior to volunteering.
4. Volunteers will be required to receive a TB test prior to beginning to serve as a volunteer.

If approved as a district volunteer the above requirements will be paid for through the district.

#### Regulations~

- ~Volunteers are asked to follow district policies and procedures.
- ~The principal in cooperation with the staff will determine the need for volunteer services. The building principal makes the final decisions concerning selection and placement/replacement.
- ~Orientation will be provided by the volunteer coordinator.
- ~Volunteers will work under staff supervision and direction and shall carry out only those duties assigned and approved by the building principal/designee.
- ~The principal is responsible for ensuring that the program, all employees, and all volunteers comply with all applicable state and federal laws.
- ~If you do have a concern, please follow the chain of command by discussing it with the teacher/staff you are working with, the Instructional Support Teacher and then the building principal.
- ~Volunteers who have been proven unsatisfactory will be asked by the principal to discontinue volunteer services to the district.
- ~THE THINGS YOU MAY SEE AND HEAR WHILE CARRYING OUT ANY TASKS WITHIN THE SCHOOL SHOULD BE CONSIDERED PRIVILEGED INFORMATION. YOU SHOULD NOT DISCUSS THEM WITH YOUR CHILDREN, FRIENDS, OTHER VOLUNTEERS, OR PEOPLE OUTSIDE THE SCHOOL.
- ~You may see or hear things with which you do not agree. Keep in mind not everyone is going to handle problems in the same way that you would. You may not have all the information concerning the situation.

Montrose Area School District  
Choconut Valley Elementary School  
**Volunteer Application**



Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Do you have children in school? \_\_\_yes \_\_\_no

Grade (s): \_\_\_\_\_ Teacher(s): \_\_\_\_\_

Why do you wish to volunteer? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Days of the week you are available: (please check the day(s) and list the time(s) of the day)

Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday \_\_\_  
Time:      Time:      Time:      Time:      Time:

How often would you like to volunteer?

Weekly \_\_\_\_\_ OR As needed \_\_\_\_\_

These are some of the duties available to Volunteers: (please check the areas you are interested in)

Office/classroom Clerical \_\_\_\_\_  
Tutoring \_\_\_\_\_  
Classroom assistance \_\_\_\_\_  
Special Projects Assistance \_\_\_\_\_  
Working on projects at home \_\_\_\_\_

Other: \_\_\_\_\_

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application is: approved \_\_\_\_\_ disapproved \_\_\_\_\_  
Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

~Principal will forward the application to the Volunteer  
Coordinator **Ellen DiPhillips** 278-7307 [ediphillips@masd.info](mailto:ediphillips@masd.info) ~