

*Welcome to*

# VOLUNTEER ORIENTATION





**Ms. Roberts**  
**Principal**



**Ms. Forsmen**  
**Assistant**  
**Principal**



**Mr. Forbes**  
**Assistant**  
**Principal**



**Ms. Rausseo**  
**Volunteer**  
**Coordinator**

# **Level 1**

## **VOLUNTEER CLEARANCE**

Mandatory for field trip chaperone, classroom helper, dining room assistant, event volunteers, etc...

If you need to be on school campus you have to be an approved volunteer with a school made badge.

**To get approved go to the website:**

**<https://www.browardschools.com/getinvolved>**

# Level 2

## Mentor CLEARANCE

- ★ You have to be a cleared and approved Level 1 volunteer first.
- ★ Fingerprinting and background check must be done.
- ★ Only required for mentors, coaches, & overnight field trip chaperones

**Now that  
your  
Approved.**

**What do  
you do?**

Once you receive an e-mail from Volunteer Services, saying you are approved. You come into the school to have your badge made.

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Volunteer Name: _____	
<b>Emergency Contact Information for volunteer</b>	
Name: _____	
Telephone: _____	
Student Name: <small>(First &amp; Last if different than parent)</small>	Teacher:
_____	_____
_____	_____
_____	_____

Fill out an emergency card for yourself. Please put the same name you used to register as a volunteer on this card and your emergency contact information.

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Also, on this card please print your child's name and homeroom teacher. If your child has a different last name please print clearly.

# STAR System & Volunteer Hours

## STAR badge types:

**Visitor:** 1-day (conferences, parties, etc.)

This is a printed sticker that must be worn in a visible place. When leaving the school you must leave through the front office and return sticker.

**Volunteer:** School year (all volunteer activities)

This is a printed sticker that is put in a badge holder. This badge must be worn in a visible place and ALWAYS returned to the school office. Each time you come to the school an office person will give you your badge and swipe you in.

## Volunteer Hours:

**Logging Hours:** To accumulate volunteer hours, you must have your volunteer badge swiped in and out of the STAR system by a staff member each time you enter and leave the school.

Use paper volunteer hours log ONLY for hours that you cannot swipe badge. Like, work done at home or after hours at school.

**If you do not return your badge and swipe out you will only receive 1 hour of time.**



# Volunteering Do's and Don'ts





# DO:



- Make the students' safety your top priority
- Keep the office informed of your whereabouts
- Stay in your assigned area
- Follow proper early sign-out procedures
- Set a positive example for students with your manner, appearance and behavior
- Schedule all volunteer activities with the teacher
- Consult with a staff member if you are not sure about how to handle a situation

# DON'T...

- ❑ Bring siblings or guests when coming to volunteer
- ❑ Use your volunteer badge for personal business, such as conferences or Celebrations of Life.
- ❑ Arrive before 9:30 a.m. unless previously arranged with teacher
- ❑ Give food to a student unless instructed to do so by a staff member
- ❑ Dispense ANY medication
- ❑ Redirect or discipline a student
- ❑ Grade students' tests or assignments
- ❑ Enter the school from any place other than the Front Office (Single Point of Entry Policy)
- ❑ Park in the car loop. Please keep this area clear for emergency vehicles!



# VOLUNTEER Code of Conduct

- \* Be professional and punctual
- \* Dress appropriately
- \* Respect students' confidentiality
- \* Respect school rules & procedures
- \* Respect administration, teachers & staff
- \* Respect the learning environment (Please clean up all materials you use)

# Jobs for Everyone

- ❖ In-Class Volunteer
- ❖ At-Home Volunteer
- ❖ Room Parent
- ❖ Field Trip Chaperone
- ❖ Dining Room Assistant
- ❖ Ice Cream Sales
- ❖ Off the Canvas
- ❖ Green Gardening



**And so much more!!!**

# Parent Organizations

## PTSA

- \* Dance-a-thon
- \* Book Fairs
- \* BooFest
- \* Off the Canvas
- \* Orange Squeeze
- \* School Dances

## Lions Booster Club

- \* P.E. Uniform Sales
- \* Athletic Events
- \* Turkey Trot
- \* Field Day

## Theatrical Guild

- \* Fundraising
- \* Shows
- \* Play



*VOLUNTEERS*  
**NEEDED!**



How to  
Sign up  
Online  
on the  
PTSA  
Website

Click on this link :<http://www.beachsidemontessori.my-pta.org/>

**Beachside Montessori Village PTSA**  
PTSA Information and Volunteer Website

Home | Calendar of Events | What We Fund | After School Enrichment | PTSA Store | Adopt-A-Class

Sponsorship/Banner Opportunities | Room Parent Resources | Fundraising while Shopping | Upper School

Lions Athletics Info | Cafeteria | Budget and Financial Information | PTSA Forms & Minutes

How to become a volunteer/ Volunteer Opportunities

My Account:   
[Register to receive Site News](#)

Important Links

Once you are a member go to [Volunteer Opportunities](#) to look for ways you can help at the school.

If you are new register her

Once you are a member go to [Volunteer Opportunities](#) to look for ways you can help at the school.

We  Volunteers

Have a great year!