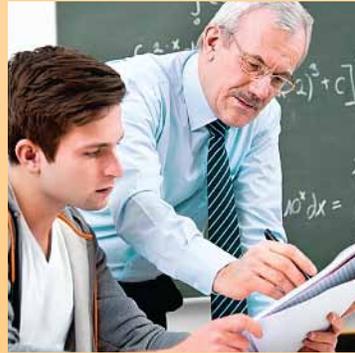




**Broward County
Public Schools**



Volunteer Management for Teachers

**School Volunteers -
Your Partners in the Classroom**

Volunteer Services Department

600 SE Third Avenue, Floor 2, Fort Lauderdale, FL 33019

Telephone: 754-321-2040

volunteer@browardschool.com

www.getinvolvedineducation.com

What is a school volunteer?

School volunteers are individuals from various walks of life who are willing to provide pro bono services to your school and students. They may be parents, retirees, grandparents, business representatives, college students or even students within the school.

How do volunteers register for service?

Each school year, all volunteers (new and returning) must register online at www.getinvolvedineducation.com

What are the qualifications for school volunteers?

1. Desire to be involved with schools
2. Reliability
3. Willingness to be trained
4. Respect for confidentiality
5. Approved volunteer application and security clearance.

Classroom volunteers can help in every aspect of the curriculum, from reading to math and science, from art to specific learning disabilities, from physical education to music.



Last year, 43,500 volunteers donated 929,000 hours as Broward County classroom tutors, mentors, teacher helpers, club advisors, chaperones and special project organizers. Put these helping hands to work in your classroom.

How can I use volunteers ?

When deciding how to use volunteers, first determine your particular needs and the ways volunteers could assist you in meeting those needs. Secondly, evaluate the skills and training needed to do the job correctly. Make volunteer jobs more attractive by designing them to be done at home or on nights and weekends, and by dividing large projects into manageable pieces. Typical uses of volunteers in the classroom include:

- Providing individual attention by: listening to child's oral reading, reading to a child, or discussing the reading or writing
- Preparing learning materials, bulletin boards, etc
- Assisting teacher in connecting with other parents Tutoring students in reading, writing, art, music, drama and other subjects
- Collecting learning and project materials and supplies
- Serving as positive role models for students
- Organizing and chaperoning field trips and other special school/class events
- Organizing classroom library and materials
- Helping with clerical duties, phone calls, copies, etc.
- Helping with organizing college fairs, academic nights, fundraisers
- Assisting athletic coaches and other special activity teachers.

May I recruit volunteers?

Teachers can play a big part in recruiting volunteers because of their direct involvement with parents, children and the community. The most effective recruitment method is a person-to-person plea. Be prepared to ask parents, business, community members and your own social network to lend a hand to help children. Don't forget to use E-mail and your class/school website to recruit helpers. Please check with your administrator on your school's preference on using parents in their own child's classroom.

VOLUNTEERS



What are the security clearance requirements for volunteers?

There are two levels of security clearance and background screening for volunteers that are based on the type of activities the volunteer performs for the school. See your school's Staff Liaison for Volunteers for complete instructions.

Level 1 (complies with Jessica Lunsford Act)

- Level 1 screening qualifies the individual for general school-based volunteer activities, including single day field trips under the supervision of a staff member.
- Level 1 screening is performed as a part of the online volunteer application. The approval process takes from 3-5 workdays. Approval is monitored on each school's STAR computer.

Level 2 (Level 1 plus fingerprinting)

- Level 2 screening qualifies the individual for service as an overnight field trip chaperone, volunteer athletic coach, or mentor.
- Sending a volunteer to be fingerprinted at no charge requires prior approval by the District's SIU Department. The principal must send an E-mail request to: level2.fingerprinting@browardschools.com
- Volunteer fingerprinting is only done by the Security Clearance Department in the K. C. Wright Building.
- A Level 2 volunteer must renew his/her clearance each year by completing a volunteer application and sending a Security Background Form to the Security Clearance Department.
- Level 2 volunteer clearances may be verified via CAB. Access SIU's fingerprint verification database on CAB at: [BCPS Resources/Security Clearance/Security Fingerprints.fp7](#) and follow the instructions.



Don't be caught at the last minute without approved field trip chaperones. Plan early for your volunteer needs. chaperones!





Are there guidelines on how volunteers may and may not be utilized?

For the protection of students, staff and volunteers, the District has developed guidelines for the utilization of volunteers.

A school volunteer must:

- Consider the safety and education of all students as their main concern
- Complete an annual volunteer application
- Log in and out of school and wear a name badge while on campus
- Attend the school's volunteer orientation
- Set a good example for students by your manner, appearance and behavior
- Assist in a supervised, observable setting
- Report any injuries occurring on campus to school staff immediately
- Follow all school and District guidelines and instructions.
- Understand the serious matter of the confidentiality of student information, as provided by State and Federal statutes.

A school volunteer must not:

- Have access to student information or discuss student information that may be learned while performing volunteer duties
- Dispense medication, either prescription or over-the-counter
- Establish instructional objectives or make decisions regarding curriculum or materials
- Grade subjective assignments or tests
- Make contact with students or their families, outside of the school location or school-sponsored activities, including calling or visiting students or families, even at the invitation of the family
- Bring pre-school children or other siblings not registered in the school to campus while volunteer activities take place.



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www.browardschools.com



How can I keep my classroom volunteers happy?

- Never waste a volunteer's time. Be prepared for your volunteer's arrival by having materials and instructions waiting.
- Spend time in the beginning explaining your classroom style and your expectations for the volunteer's service.
- Do not ask them to do tasks that they are not allowed to do or are not prepared to do.
- Be clear in your instructions and refrain from using school/teacher jargon. Remember, volunteers are rarely educators.
- Communicate frequently. If there is a workday, field trip, or other change in schedule, let volunteers know in advance.
- Offer volunteers more involved tasks as they prove themselves. They will appreciate your confidence in them.
- Thank your volunteers regularly. A sincere thank you from the teacher will make the volunteer's day. Additionally, teach students to express their appreciation for the volunteers' gifts of time and assistance.