



**PARK TRAILS  
ELEMENTARY  
SCHOOL**

**VOLUNTEER HANDBOOK**

**2012-2013**

Park Trails Elementary  
10700 Trails End  
Parkland, Florida 33076  
754-322-7800

Dear Volunteer,

Welcome to the 2012 – 2013 school year at Park Trails Elementary. We love our volunteers and are so happy that you have decided to volunteer your time and talents to our students and teachers. Your contribution is invaluable.

Volunteers provide support to our dedicated teachers and our very important students. Working together allows us to build and support a strong educational environment for all students. Each volunteer makes an important contribution to Park Trails Elementary.

We salute your interest in taking an active role in our school community. Your unique talent, experiences and hard work will enhance the learning of each student you touch. This role is essential to the success of Park Trails. It will also provide you with opportunities for personal enrichment and satisfaction.

We look forward to working together with each of you and continuing to provide an excellent educational opportunity for all Park Trails' students. Have a great year!

Sincerely,

Rick Redshaw, Principal  
Lisa Rodriguez, Assistant Principal  
Mary Natour, PTA President  
Elena Avello, PTA Vice President

PARK TRAILS ELEMENTARY 2012-2013 PTA BOARD MEMBERS

**EXECUTIVE BOARD:**

- President: Mary Natour
- 1st Vice President: Jen Montalto
- 2nd VP: Bari Wolfman
- 3rd VP: Jeaneen Muller
- 4th VP: Pam Miller
- 5th VP: Elena Avello
  
- Treasurer: Debbie Faust
- Recording Secretary: Felice Rosenthal
- Corresponding Secretary: Traci Gaynor
- Parliamentarian: Lori Wyner
- Historian: Cynthia Sanseverino
- Advisor: Cindy Kaufman
- ESE/PTA Liaison: Elissa Schekowitz

<b><u>Name</u></b>	<b><u>Email Address</u></b>	<b><u>Preferred Phone</u></b>
Mary Natour	marynatour@yahoo.com	865-386-5283
Jen Montalto	jenfla@gmail.com	954-684-9809
Bari Wolfman	bariw3@aol.com	954-263-0026
Jeaneen Muller	jeaneenmuller@mac.com	954-520-6593
Pam Miller	adampam@gmail.com	954-461-5330
Elena Avello	avello2@aol.com	954-684-8094
Debbie Faust	agadawgi@aol.com	954-448-4660
Felice Rosenthal	felicebeth@bellsouth.net	954-254-6694
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Cynthia Sanseverino	csanseve@bellsouth.net	954-415-2518
Cindy Kaufman	cindykauf@aol.com	954-263-0461
Elissa Schekowitz	escheckowitz@gmail.com	954-757-5742

**Volunteer's Creed**

**A hundred years from now  
It will not matter  
What my bank account was,  
The sort of house I lived in,  
Or the kind of car I drove.  
But the world may be different.  
Because I was important  
In the life of a young person.**

**PARK TRAILS ELEMENTARY SCHOOL  
VOLUNTEER PROCEDURES  
AND  
GUIDELINES**

**Application and Attendance Documentation:**

All volunteers must complete a mandatory Broward County Volunteer Application Form annually. This should be done online at [www.getinvolvedineducation.com](http://www.getinvolvedineducation.com). Please make sure you have your driver's license available to facilitate this process. Volunteers are required to be **scanned into the computer upon arrival** and **scanned out at departure** to document their volunteer hours. Please make sure that you scan *out* at the end of your time at Park Trails. If you don't scan out, your volunteer hours will not be recorded and you and the school will not receive credit for the hours you volunteered. Please allow extra time upon arrival for processing as each school has only one STAR computer, regardless of the number of volunteers. If you scan in with your driver's license and *not* your volunteer badge, your hours will not be credited to you or to Park Trails. If you forget your volunteer badge, please keep track of these hours and manually log them as instructed below under responsibilities.

**Importance of Scanning In/Out:**

Each time you go to school to volunteer, you must scan in, wear a name badge and scan out. These requirements are necessary for the following reasons:

1. Safeguarding our students and maintaining campus security is of the utmost importance.
2. In case you receive an emergency telephone call, you can be found.
3. While volunteering at school for a specific purpose, individuals are covered by School Board insurance provided they have completed a volunteer application form on-line, and have scanned in *and* out.
4. Verified volunteer service can be used as work experience for future employment.
5. Individual volunteers will be recognized for their dedication and service to our schools. Volunteer attendance records are used to determine award recipients.

6. The Florida Department of Education presents the **Golden School Award to schools whose volunteers have recorded two hours of service per student enrolled.**
7. The Florida Department of Education presents the Five Star Award. This award recognizes schools that have exceptional community involvement. **It is important that all volunteer hours be recorded in order to achieve this award.**
8. Your school, and the school district, would like the opportunity to thank you for your service.

**Dress Code:**

All volunteers must adhere to an appropriate dress code for an elementary school.

**Guidelines for Volunteers:**

Your interest and concern for students have motivated you to volunteer in Broward County Schools. Thank you. This is a challenging and rewarding role. To make your experience as a school volunteer a beneficial one for the students and for you, please follow these guidelines as you assist in the schools.

1. The main concern of volunteers while engaged in school activities must be the safety and education of students.
2. Volunteers may not give students medication.
3. Volunteers may not divulge individual student's grades, records and abilities, which are personal and confidential information. Students have a right to confidentiality under Florida Statute 228.093 that covers:

academic work completed	family background information
standardized test score	attendance records
health data	grades
interest inventory reports	teacher or counselor ratings
observation	
reports of serious or recurrent behavior patterns	

4. Volunteers are not permitted to supervise a classroom or discipline students. These actions are the responsibilities of the teacher and school.

5. Volunteers will be assigned only to staff members requesting assistance.
6. Volunteers should set a good example for students by their manner, appearance and behavior.
7. Volunteers are required to scan in and out.
8. For identification, volunteers are required to wear a name badge when helping with school activities.
9. Cell phones must be turned off or placed on vibrate when you enter the school building. If you must take a call, please do not use your cell phone in areas where there are students.
10. Younger children are not allowed to accompany parents on volunteer activities in the school.

### **Responsibility:**

When you commit to volunteer in an area, those whom you have offered your help are depending on you to be there. Should circumstances make you unable to volunteer, please let those you have committed to know immediately. It helps them plan the day without you.

It is your responsibility to keep track of your own hours. When hours that you have volunteered are not tracked by the star system, they can be recorded manually. There are 2 ways to do this:

1. Fill out the volunteer log book. Make sure to fill out the form in its entirety and be careful to keep track of both the date and the hours that you volunteered on a particular day. It will not be accepted if you say FCAT proctoring 20 hours. The dates and times will need to be included or else the district will not recognize the hours that you put in.
2. You can keep an excel spreadsheet of your hours.

In the next couple of pages, examples of both of these sheets are listed. You can reference the examples when keeping track of your hours. It is important to the school that you keep track of these hours. Please be diligent about this. If you have any questions please don't hesitate to contact or Elena Avello or Jill Melamed at [parktrailspta@gmail.com](mailto:parktrailspta@gmail.com)

## VOLUNTEER ATTENDANCE LOG BOOK INSTRUCTIONS

1. Complete a “Volunteer Attendance” form (blank ones located in the back of this binder) and file it behind the letter of your last name.
  
2. Use this form to record any hours that the “STAR” tracking system does not, such as hours worked at home or when the system is down, etc. You can also use this form to record back hours that were worked before school began (such as cashiering at the “Meet & Greet”)
  
3. (See Table.)

<b>Date</b>	<b>Teacher</b>	<b>Program/Activity</b>	<b>Time in</b>	<b>Time out</b>	<b>Total Time</b>
<i>September</i>	<i>Guidance</i>	<i>Vision Screening</i>	8am	12:30	<i>4.5 hrs.</i>

4. Please round your totals to a quarter hour (8:30-11:45 would be 3.25 hr).
5. Fill out the log on both sides of this form before you begin a new form.

If you have any questions please call Elena Avello or Jill Melamed at [parktrailspta@gmail.com](mailto:parktrailspta@gmail.com)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

**VOLUNTEER ATTENDANCE LOG FOR 2012/2013**

(Use for volunteer hours NOT recorded in STAR or other volunteer monitoring system)

NAME \_\_\_\_\_  
Last Name First Name

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Street Apt. # City Zip

DATE <i>xx/xx/xx</i>	VOLUNTEER ASSIGNMENT		START TIME	STOP TIME	TOTAL SERVICE TIME NOT LOGGED IN STAR OR OTHER SYSTEM
	TEACHER	PROGRAM/ACTIVITY			

Monthly Total	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total For Year

**PLEASE READ: All service hours must be recorded as individual days. Summary entries by week, month or special activity will NOT count for a Lapel Pin Award. Do not use this form for hours logged into the school's computer system, such as the STAR System. The maximum volunteer service is 8 hours per day.**

8/1/2012vs



**VOLUNTEER ATTENDANCE LOG FOR 2012/2013**

(Use for volunteer hours NOT recorded in STAR or other volunteer monitoring system)

NAME \_\_\_\_\_  
Last Name First Name

DATE xx/xx/xx	VOLUNTEER ASSIGNMENT		START TIME	STOP TIME	TOTAL SERVICE TIME NOT LOGGED IN STAR OR OTHER SYSTEM
	TEACHER	PROGRAM/ACTIVITY			
<b>Total Time On This Page</b>					

**PLEASE READ:** All service hours must be recorded as individual days. Summary entries by week, month or special activity will NOT count for a Lapel Pin Award. Do not use this form for hours logged into the school's computer system, such as the STAR System. The maximum volunteer service is 8 hours per day.

8/1/2012vs

**EXAMPLE OF HOW TO KEEP TRACK OF VOLUNTEER HOURS DONE AT HOME**

2012-2013 School Year  
Debbie Faust Volunteer Hours at Home

DATE	TIME	HOURS	ACTIVITY
24-Jul	10am-11am	1	keying in database
25-Jul	10am-12pm	2	keying in database
26-Jul	11am-2pm	3	database/calendar for next year
27-Jul	12pm-12:30pm	0.5	keying in database
28-Jul	11am-1 pm	2	organizing calendar
29-Jul	11am-4pm	5	database/email set up/ emails etc
29-Jul	10pm-11pm	1	email set up
30-Jul	12pm-4pm	4	database/email set up
2-Aug	12pm-1pm	1	database
2-Aug	10pm-11pm	1	database
3-Aug	12pm-4pm	4	getting folders ready for board members
4-Aug	4pm-5pm	1	database
17-Aug	10am-2pm	4	helping out at school
18-Aug	9am-4pm	7	helping out at school
19-Aug	9am-4pm	7	helping out at school
20-Aug	8am-1pm	5	helping out the teachers
20-Aug	4pm-5pm	1	cashier training
21-Aug	7:30-1:30	6	meet and greet
24-Aug	8:00am-10am	2	cheers not tears,help in school
24-Aug	10am-12pm	2	organizing from meet and greet
		59.5	

\*Each activity needs to be recorded separately with the date and hours volunteered.

## 2012 - 2013 STANDING COMMITTEES

Accelerated Reader – Manage AR books in classrooms and library. Support and promote program with students and staff.

Grace Solomon 561.789.7046

After School Clubs – Manage volunteers and plan several sessions of exciting student clubs.

Amy Newberry 617.901.6522

Apparel – Organize t-shirt and short sale at beginning of year, including ordering apparel and incorporating yearly theme.

Cindy Kaufman 954.757.9557

Art/Media Help – Provide assistance and volunteers for Media Specialist and Art Teacher as needed.

Andrea Lee

Bingo/Fall Family Event – Organize and promote evening fundraising event playing for prizes.

Robin Hoffberger 954.575.5558  
Lezlie Brezin 954.344.8022

Book Fair – Plan Fall and Spring fundraiser selling Scholastic books with volunteers needed to help set-up and work at Book Fair.

Jen Cafaro 954-263-5748  
Cynthia Sanseverino 954.755.7941  
Grace Solomon 561.789.7046

Box Tops/Campbell's – Promote, collect and organize labels to raise funds for school.

Jaime Keyes 954.650.2020 (Box Tops)  
Judy Feldman 954.775.0915 (Campbell's)

Charities – Organize activities and volunteers for various community service activities, including Harvest Drive, Angel Tree, backpack drive, etc.

Valerie Sachs 954.895.6200  
Karla Vineberg 954.554.5354

Clinic Help – Help in the clinic on Mondays and/or Fridays, flexible times.

Teri Acosta 754.322.7800

Cultural Arts Evening – Coordinate committee and volunteers to plan school-wide presentation of cultural arts.

Jenn Heidt 917.714.9465  
Jackie Helfeld

Database – Maintain PTA electronic membership database.

Debbie Faust 954.558.4660

Directory – Update and publish yearly school-wide directory.

Debbie Faust 954.558.4660

Exceptional Student Education (ESE) – Lead committee to provide support for ESE students.

Elissa Schekowitz 954.757.5742  
Lariza Turner 732.690.6636

Fall Fundraiser – Organize the school-wide fall fundraiser.

Felice Rosenthal 954.344.2668  
Jodi Harris 954.540.2177

Family Movie Night – Organize and publicize outdoor family movie night.

Julie Solinsky 954.654.8228

Field Day – Organize annual sports day with PE teacher.

Cindy Kaufman 954.757.9557

Fifth Grade Celebration – Organize committee and volunteers to plan event for graduating 5<sup>th</sup> graders.

Kris DeChene 954.755.3179  
Lisa Leon 954.918.2884  
Lariza Turner 732.690.6636

Flyers – Create flyers for the various PTA sponsored activities throughout the year.

Jill Ruddy

Halloween Party –

Stacey Ferrante

Holiday Shop – Organize volunteers, help set up and work at the holiday shop assisting students with their purchases.

Bonnie Weinberg	954.818.1283
Iliana Kaufman	561.929.3078

Hospitality – Support several PTA events throughout the year.

Stephanie Brown	954.629.4081
Michelle Chau	860.566.0364

Ice Cream Sales – Solicit volunteers for weekly sale at Park Trails during lunchtimes.

Lariza Turner	732.690.6636
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Man In My Life – Plan an evening for students and the special man in their life.

Pam Miller	954.461.5330
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Math Superstars – Organize volunteers for mathematics enrichment program to distribute, collect and correct papers weekly.

Lisa Devona	954.341.7271
Liat Cohen	954.344.2524

Meet the Masters – Art appreciation is brought to the classroom in a fun and exciting way with materials provided to encourage creativity and knowledge.

Jenn Heidt	917.714.9465
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Membership – Promote and maintain PTA membership.

Felice Rosenthal	954.344.2668
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Movie Days – Plan several movie days throughout year.

Caroline Rannazzisi	561.414.7697
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Office Help – Help in the office in whatever capacity they may need.

Amanda Garcia	646.919.4193
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Open House/Meet N Greet – Organize volunteers for teacher meet and greet, assembling first day packets, etc. Organize volunteers to run PTA table at Fall Open Houses.

Lori Wyner 954.796.2577

Panther Partners/Banners – Solicit corporate sponsors for Park Trails PTA banner program.

Publicity – Write and submit articles for local publications.

Jeanen Muller 954.227.9327

Presidential Fitness – Coordinate program and volunteers for national fitness and nutrition initiative.

Robin Nierman 703.728.8917

Relay for Life – Plan and publicize PTA booth for Parkland Relay for Life event. Organize team, activities, and fundraisers.

Courtney Harutoonian 954.646.6168

Restaurant Night – Plan and publicize quarterly Restaurant Night events.

Room Parent Coordinators – Mentor current Room Parents, help fill any vacancies, run Room Parent Orientation meeting, communicate throughout year with volunteers.

Elena Avello 954.684.8094

Andrea Lee 954.682.9191

SAC Liaison – School Advisory Council

Lori Wyner 954.796.2577

SAF Liaison – School Advisory Forum

Gina Moschella

Social Media – Maintain PTA facebook page and any other digital assets of PTA.

LaMae Klos 954.873.3969

Spring Family Night – Plan and promote springtime family event held during Book Fair week.

Bari Wolfman 954-263-0026

Spring School Pictures – Coordinate volunteers to help move classes smoothly through picture taking.

Melissa Gruenbaum 954.993.5612

Ten For Ten – Email and follow up on all pledges for the Ten for Ten fundraiser.

Bonnie Weinberg 954.818.1283

Vision/Hearing/BMI Screening— Help to ensure that the appropriate grade levels are checked. Solicit volunteers and attend training, if needed.

Valerie Sachs 954.895.6200

Sarah Francis 954.592.6034

Volunteers – Send volunteer notifications as needed throughout the year to help with various activities.

Elena Avello 954.684.8094

Andrea Lee 954.682.9191

Volunteer Orientation – Plan and organize volunteer roundup event at beginning of year.

Elena Avello 954.684.8094

Cynthia Sanseverino 954.415.2518

Website – Maintain PTE website.

Kim McCarthy 754-322-7800

Yearbook – Volunteers are needed to take, catalog and organize photos for the yearbook.

Kelly Kiernan 954.757.9123

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