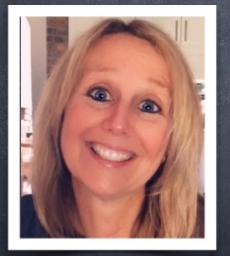




Ms. Roberts Principal



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.

Volunteer Name:										
Emergency Contact Information for volunteer										
Name:										
Telephone:										
Student Name: [First & Last if different than parent)	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.

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 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 worn in a visible place and <u>ALWAYS</u> returned to the school office. Each time you come to the school an office personal 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 our 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 can not 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.

VOLUNTEER ATTENDANCE LOG FOR 2013/2014

NAME	Jackson		Marv				
	LegalLastNan	ne	Legal First Name				
PHONE	(754)123-4567	E-MAIL	Mommyofduo@yahoo.com				
ADDRESS	1234 Easy St	A 1	HOLLYWOOD	33021			
	Street	Apt. #	City	Zip			

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

DATE xx/xx/xx	VOLUNTEE		VOLUNTEER ASSIGNMENT TEACHER PROGRAM/ACTIVITY				STOP TIME	TOTAL SERVICE TIME <u>NOT</u> LOGGED IN STAR OR OTHER SYSTEM		
8/22/16	Aubrey		Off the canvas craft	1:00	2:30	1.5				
08/30/16	,		Fall Craft Helper	1:00	3:00	2				
09/01/16	Ferner		Field Trip Chaperone	7:00	3:00	8				
		Rou								
			arest quarter-hou							
8 hours is the maximum you can claim for one day!										
			Total Time							

Monthly Total	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total For Year
	0	3.5	8	0	0	0	0	0	0	0	0	0	11.5







- 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)

Jobsfor 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

- PISA
- Dance-a-thon

Lions Booster Club

* P.E. Uniform Sales

- Book Fairs
- BooFest

- * Athletic Events
- \star Turkey Trot

\star Field Day

Off the Canvas

Orange Squeeze

> School Dances



Theatrical

Guild

Fundraising

+ Shows

Play

*



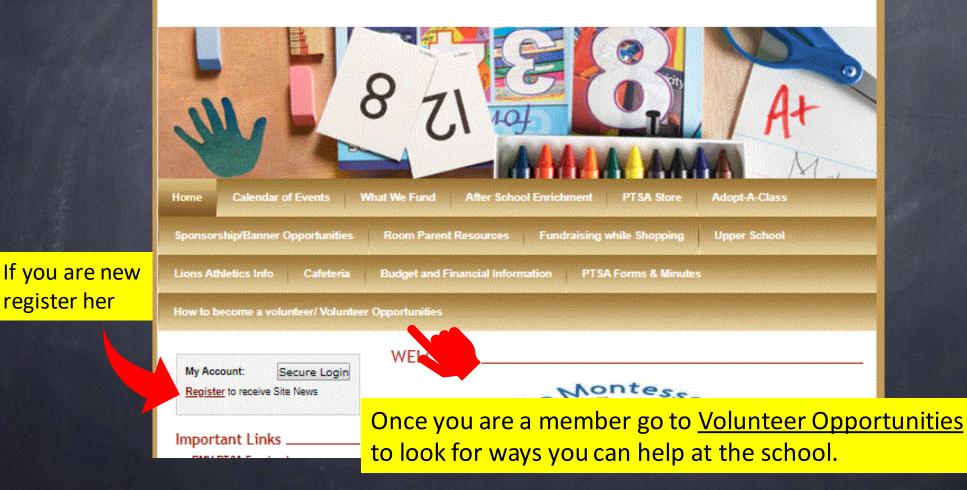
How to Sign up Online on the PTSA Website

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



Beachside Montessori Village PTSA

PTSA Information and Volunteer Website





Have a great year!