

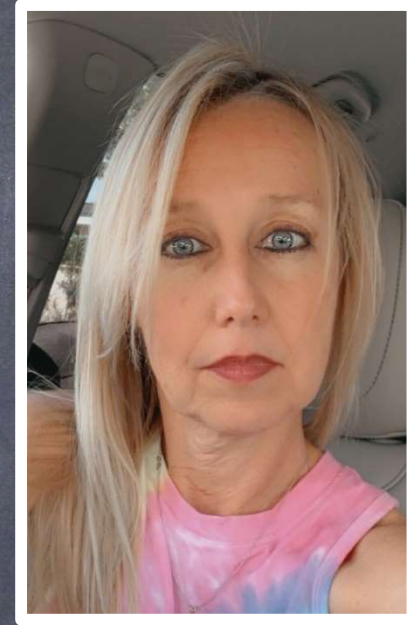
Welcome to

VOLUNTEER ORIENTATION





**Ms. Long
Principal**



**Ms. Forsman
Assistant Principal**



**Mrs. 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 and checked into the Raptor in the front office.

To get approved go to the website:
<https://www.browardschools.com/getinvolved>

[Click Here >](#)



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 saying you are approved.

You can volunteer at the school but you **MUST** sign in with the RAPTOR system in the front office every time.

The first time you come in please 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.

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

RAPTOR®

Visitor Badge:

When coming in for a conferences or a celebration you must be registered at a visitor. This a printed **VISTOR** sticker that must be worn in a visible place. It will state on the badge your location. Please note you must stay at that location. When leaving the school you must leave through the front office and return sticker.

Volunteer Badge:

When coming in to help or assist in the classroom or in another part of the school you will receive a printed **VOLUNTTER** sticker that must be worn in a visible place. When leaving the school you must leave through the front office and return sticker. This process must be done every time you enter the school

Logging hours outside of school hours

Volunteers will now need to log their own after hour times in the online Raptor system.

The district held a volunteer training on 9/8/21 to show volunteers how to register and how to log their hours.

You should have received a link in your approval e-mail on how to log your hours into the system.

Volunteering Do's and Don'ts



Do's:



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

Don'ts



- No siblings or guests when volunteering.
- Don't use your VOLUNTEER badge for personal business, such as conferences or celebrations.
- DO NOT give food to a student.
- Volunteers do not grade any papers.
- Do not enter the school from any place other than the Front Office
- Don't parking your vehicle in the front car loop. You must be on a parking spot. This area MUST stay 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
- ❖ Book Fair
- ❖ PTSA events



And so much more!!!

Parent Organizations

PTSA

- * Book Fairs
- * BooFest
- * Plus many more fun events

Lions Booster Club

- * Athletic Events
- * Fundraisers

Theatrical Guild

- * Shows
- * Play
- * Fundraisers

Remember you MUST be an approved Broward County Volunteer to help with any of these groups.

Go to: <https://www.browardschools.com/getinvolved>





To volunteer for
PTSA events or
to help at the
school go to
the PTSA
website

Once you are approved you can sign up
on the PTSA website for different events

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



PTSA & VOLUNTEER INFORMATION WEBSITE

parents. teachers. students.

Home	Calendar of Events/Meeting Dates	Executive Board & Committees	What Our PTSA Funds	PTSA Store
Volunteer Opportunities/How To Become a Volunteer	Adopt-A-Class Program	How To Fundraise While Shopping		
For Room Parents (resources)	Sponsorship/Advertising Opportunities	Budget and Financial Information		
Exec. Board Resources, Forms & Docs.				

If you are new
register her

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

[PTSA News/Current Events](#) _____

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

We ♥
Volunteers

Have a happy and safe year!