

Pelican Marsh Elementary  
Parent Teacher Organization (PTO)



# Volunteer Orientation

2021-2022

# Becoming A Volunteer

## Volunteer Application Process

To become a Level I volunteer, applicants must complete an online District Volunteer Application (<https://www.collierschools.com/volunteer>), present their driver's license or other valid U.S. issued photo ID to the volunteer contact at the school, and participate in a volunteer orientation.

To become a Level II volunteer, a fingerprint authorization form must be obtained from the school for which you volunteer, submitted, and a fingerprinting appointment needs to be scheduled on the CCPS volunteer website.

As of July 2021, ALL returning volunteers must update their application on the CCPS volunteer website and complete a volunteer orientation before being permitted to volunteer.

## Volunteer Levels

The "volunteer level" provides the minimum guidelines for determining the documentation and background check required. Each volunteer will be assigned to one of the following levels:

- A. **Volunteer Level I:** A volunteer who has contact with students, within the presence of a District employee, or is assigned duties such as an office assistant that may not directly involve students.
- B. **Volunteer Level II:** A volunteer who has direct contact with students under the guidance and direction of a District employee or who is assigned duties to include, but not limited to, tutoring, overnight duties, supporting an athletic team under the guidance and direction of a certified coach or a long-term mentoring assignment.

## Volunteer Opportunities

- Classroom Volunteer: The classroom volunteer provides teacher reinforcement by assisting with tasks in many different categories, clerical work, arts and crafts, reading groups, room clean up and organization.
- Media Center Volunteer: The media center volunteer process assistance with tasks such as, shelving books, cataloging materials, and checking out/in books from students.
- School Activities and Events Volunteer: The school activities and events volunteer provides support as needed for any special project, field trip or school sponsored event.
- Special Enrichment Volunteer: The special enrichment volunteer is someone who is able to speak to classes or groups on topics related to occupations or community interest.
- General School Volunteer: The general school volunteer provides a wide variety of assistance to the school staff. They can assist in the lunchroom, front office, production, student store, virtual and much more.

# Approved Volunteers

Once you are an approved volunteer, follow these simple steps when arriving and leaving the school for your designated volunteer time.

## **When you arrive at school:**

1. Scan your Volunteer Badge or give your photo ID to the front desk staff for a FastPass sticker
2. Wear your badge or FastPass sticker while on campus

## **When you leave school:**

1. Log your hours\* in the Volunteer Hours Binder
2. Scan out with your badge or turn in your FastPass sticker to front desk staff

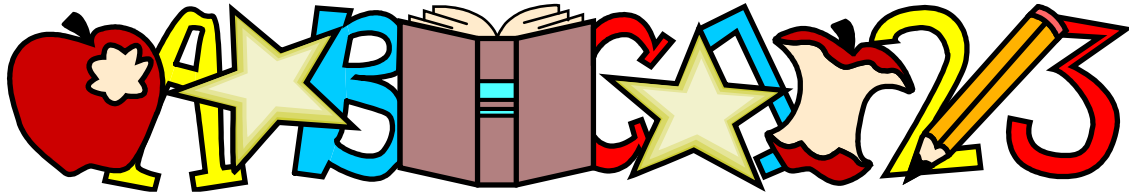
\*Please track any hours outside of school on your own (form is available from the PTO)

# Responsibilities of Volunteers

We realize that you are serving voluntarily and we consider your commitment to the program a valuable one. The volunteer along with the staff member should maintain professional attitudes and mutual respect. As a member of the educational team, the volunteer is reminded of the following:

- **DEPENDABILITY**  
Teachers have planned and scheduled student activities around your attendance. Please notify the volunteer contact at the school if you must be absent.
- **CONFIDENTIALITY**  
Never discuss or repeat any information about a child with anyone other than the appropriate staff member.
- **COMMUNICATION**  
Discuss any ideas, questions, or concerns with your assigned staff member.
- **SCHOOL PROCEDURES AND POLICY**  
Familiarize yourself with the school's rules, plans and procedures.
- **HONESTY:**  
Be honest in your approach and attitude, it will aid in developing trust with staff and students.
- **PATIENCE:**  
Be patient and positive when working with students. Encourage and expect students to succeed.
- **FLEXIBLE:**  
Be flexible when responding to the needs of the staff and students. Everyone has on/off days.
- **CONSISTENT:**  
Be consistent while dealing with students. They come to rely on those who are steady and true.
- **FRIENDLY:**  
With a warm smile and kind words you can accomplish miracles.

Reminder.... Volunteers should never be put in the position of having to enforce discipline. That is the responsibility of the teacher or administrator. Immediately notify a staff member if you are encountering a situation that may result in a disciplinary action.



## Volunteer Etiquette

Be a good role model for the children and help to keep our school safe for all by following these basic school policies:

- Always sign in and out at the front desk or volunteer desk before going anywhere on the school campus.
- Always wear your Badge or FastPass sticker.
- Silence your cell phone while at school.
- Make sure you know and demonstrate the student dress code; you are a very visible role model.
- Avoid using any inappropriate language.
- Please don't disturb teachers unnecessarily during the day.
- The principal must approve anything distributed to students and staff.
- Always ask questions!

# Health and Safety, Volunteer Appearance

## Health



Please do not come to school and volunteer if you are ill (cold, sore throat, cough or fever). It is important that we try our best to prevent the spreading of germs to our students and staff. You may feel that you are leaving the teacher or staff member short-handed, but, with notice and consideration everyone will understand. They will be happy to see you when you return rested and healthy.

## Safety



Please follow all safety rules set in place at the school or event for which you volunteer. Know the emergency procedures and exits at the school or event location. Learn proper use of school equipment and supplies. If an accident occurs, immediately notify a staff member and do not move or remove the student(s) from the area. The staff member will initiate the proper emergency protocol.

## Appearance

All school volunteers should abide by the CCPS dress code policy established for students. Clothing which advertises alcoholic beverages, or contains obscenities or suggestive logos shall not be worn to any school or school sponsored event/field trip. Clothing that exposes the midriff such as tube tops, crop tops and halter tops are not to be worn. Undergarments must be worn at all times and no ill-fitting clothing which exposes those undergarments is permitted.

## **Volunteer Liability**

### **School Volunteer Liability**

Pursuant to Florida law, a school volunteer who has been duly approved by the Superintendent shall incur no civil liability for any act or omission by the volunteer that results in personal injury or property damage if the volunteer was acting in good faith within the scope of the official duties performed under such volunteer service; the volunteer was acting as an ordinary reasonably prudent person would have acted under the same or similar circumstances; and the injury or damage was not caused by any wanton or willful misconduct on the part of the volunteer in the performance of their volunteer duties.

### **Removal of Volunteers**

Volunteers are expected to conduct themselves in a professional manner. Volunteers who act unprofessionally, fail to abide by Florida law and/or CCPS Board policies, or otherwise act in a manner contrary to the expectations of an employee of this District may be removed as an approved volunteer by the Principal. Volunteers who fail to fulfill their duties may also be removed by the Principal.

# Completion of Volunteer Orientation

Please sign and return the following agreement that you have reviewed everything presented in the Volunteer Orientation, including the Responsibilities and Regulations of your role as a volunteer.

Thank you for taking the time to complete this orientation, and for the time you are willing to donate to volunteer at Pelican Marsh Elementary. We really appreciate it and look forward to working with you!

## Pelican Marsh Elementary Volunteer Responsibilities and Regulations

I have reviewed the Volunteer Responsibilities and Regulations and understand my role as a volunteer working with students from Pelican Marsh Elementary School. I will uphold the highest standards and expectations of the staff, administration, and parents of the Pelican Marsh Elementary community and respect the privacy of our students.

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_

e-mail: \_\_\_\_\_

PID #: \_\_\_\_\_

Info. Form: \_\_\_\_\_

Level: \_\_\_\_\_