

Pelican Marsh Elementary
Parent Teacher Organization (PTO)



Volunteer Orientation

2023-2024

Becoming A Volunteer

Volunteer Application Process

To become a volunteer, applicants must:

1. Visit the CCPS volunteer page (<https://www.collierschools.com/volunteer>)
2. Click on 'Apply to Volunteer' and submit a volunteer application
3. Present their driver's license or other valid U.S. issued photo ID to the PME front office
4. Review volunteer orientation materials

Prospective volunteers must complete these steps before participating in any volunteer activities.

Please remember, all volunteer applications expire every June 30th, so to volunteer during the upcoming school year, a volunteer application on the CCPS volunteer website must be completed at the beginning of each school year.

Volunteer Opportunities

- PTO Board Member – Member of the PTO Board, a position voted on and approved by the PTO membership. Participates in monthly meetings, makes decisions on PTO budget, events, and activities.
- Committee Chair – Coordinates the activities, committee, and budget of a specific PTO area.
- Committee Participant – Help with the planning of a particular PTO area or event.
- Event Volunteer – Sign-up to help during a designated timeframe at a school or PTO event.
- Classroom Helper – Support your student's teacher with help during a class party, activity, or field trip.

Approved Volunteers

Arrival and Dismissal

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
2. Wear your badge or sticker while on campus
3. Go directly to the event you are supporting and remain there during your time on campus

When you leave school:

1. After leaving the event you are supporting, go back to the front office
2. Scan out with your badge or sticker before leaving campus

General Policies

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 before going anywhere on the school campus.
- Always wear your badge or sticker.
- Silence your cell phone while at school.
- Make sure you know and demonstrate the student dress code; you are a visible role model.
- Avoid using any inappropriate language.
- Please do not come to school and volunteer if you are ill (cold, sore throat, cough or fever).
- Follow all safety rules set in place at the school and immediately notify a staff member if an accident occurs while you are volunteering.
- Always ask questions if you are unsure of anything!

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 will 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 POLICIES AND PROCEDURES**
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.
- **FLEXIBILITY:**
Be flexible when responding to the needs of the staff and students. Everyone has on/off days.
- **CONSISTENCY:**
Be consistent while dealing with students. They come to rely on those who are steady and true.

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 Liability

Legal Protection

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.

We really appreciate you taking your time to become a volunteer in support of PME. We love our volunteers and could not do what we do as a PTO without all of our wonderful volunteers.

THANK YOU!