



Chapman Elementary Volunteer Training Notes 2019-2020

Please make sure to

- Read all materials
- Sign and return Confidentiality Agreement
- Complete Volunteer Background Check at <https://www.pps.net/Page/149>
- Complete Child Abuse Prevention & Misconduct Training at <https://www.pps.net/Page/143>

A volunteer is defined as a nonpaid person assisting under the direction and supervision of a responsible teacher or administrator. Chapman and Portland Public Schools values and actively encourages volunteer participation by individuals and groups. We thank you and are grateful for your interest and participation.

1. Introductions

2. How to get started:

- **Background Checks** --Make sure you have completed a background check. These are required to volunteer in our school and will need to be renewed every three years. If you are unsure of your approval status, or when it expires, please ask the main office. The link to the PPS volunteer background check is <https://www.pps.net/Page/149>.

- **Schedule** with teachers. Teachers will communicate if and when they have a need for volunteers and will provide a schedule for you to sign up. Most teachers wait for a few weeks before they start scheduling classroom volunteers. There are numerous other volunteer opportunities throughout the year that will be communicated via Chimney Flyer, PTA, social media, room parent emails.

3. When you get here:

- **Checking In/Out at the Office**--Sign in at our kiosk when you arrive. You must wear a badge/name tag. At the end of your shift, please sign out and leave your visitor's pass in the office.
 - Even when you're headed to the portables
 - Help keep our halls safe - ask others about their badge!
- Be punctual and dependable
 - If you can't make it, call the office
- Using the Bathroom
 - For your protection and child privacy, use adult bathrooms only
- Tracking of Time
 - Some corporations pay for their employee's volunteer hours. Please confirm with your employer and what reporting requirements they may have.
 - Signing in is also important to us as a school. Grants that we apply for often ask for a reporting of our number of volunteers, hours, etc.

4. Focus On School Climate:

- Look for expectation posters and model them for students
- Positive reminders are appreciated
- If discipline is needed, please get a staff member

5. Volunteer Opportunities

- **Classroom:** Helping with classroom work, Party planning and support, Photocopying and materials prep, etc.
- **Cafeteria & Recess Support:** Help with a recess game, Escort students inside, Help with learning lunch numbers, Open up juice boxes, etc.
- **Office:** Answering phones, delivering messages, organizing mail, etc

Current Volunteer Opportunities

- Office Help: Schedule in office
- Picture Day
- Health Day (Students have hearing and eyes checked)
- Cafeteria
- Recess
- Library
- Field Trips
- Garden Events
- PTA Events (Book Fair, Swift Family Run, Community Dinner, OBOB Coaching, Musical, Auction, Art Ball)
- STEM Night is in need of a coordinator!

Some things to keep in mind

- Do not take photos and share or post them without getting teacher permission first. We have students who can not be photographed.
- Volunteers should not be asked to grade papers or evaluate student work.
- Please do not “hang out” in the hallways
- Never use the laminator

How to Use the Photocopier:

- No codes needed, follow touch screen prompts
- Be careful with paper trays
- Get office support for copier alerts - toner, staples, jams

*“Volunteers don’t get paid, not because they’re worthless, but because they’re priceless.” – **Sherry Anderson***

You are appreciated each and every day. Thank you for working to make the Chapman community a wonderful place.