Dear Site Volunteer Coordinator,

The Albuquerque Public School District encourages family and community engagement. Our goal is to facilitate a program of quality and magnitude. Your leadership will allow community volunteers to share their talents and expertise by participating in a myriad of school activities designed to enhance the educational experience of all students.

This manual is designed to assist you as you oversee your respective volunteer programs. I would like to encourage you to use the information presented and modify it to meet the needs of your particular programs. If you require further assistance as it relates to the organizing/implementing of a volunteer program or in the area of training, please contact Volunteer Programs. We appreciate your efforts that nurture the rich relationships between our schools and communities.

Sincerely,
Volunteer Programs Manager
# Table of Contents

**Introduction**

How to Use this book ......................................................................................................................... 2

I. **Role of the School Level Volunteer Coordinator** ........................................................................ 3

Sample: Volunteer Coordinator Job Description .................................................................................. 5

Parents as Volunteer Coordinators ..................................................................................................... 6

II. **Elements of Effective Volunteer Programs** .............................................................................. 7

  Recruiting Volunteers ......................................................................................................................... 8

  Volunteer Support and Program Management .................................................................................... 10

  Volunteer Recognition and Appreciation ............................................................................................ 12

  Counting Volunteer Hours ................................................................................................................. 11

  Volunteer Record Keeping .................................................................................................................. 15

III. **Information for Teachers** ......................................................................................................... 17

  What School Volunteers Do ............................................................................................................... 19

  Teacher Do’s & Don’ts ......................................................................................................................... 20

  The First Meeting .............................................................................................................................. 21

  Sample Thank You for Work at Home Volunteers ............................................................................ 22

  Ways for Teachers to Show Appreciation .......................................................................................... 23

  Do’s & Don’ts for Working with School Volunteers .......................................................................... 24

IV. **Volunteer Orientation** ............................................................................................................... 25

  Sample Welcome Letter

  Volunteer Orientation Outline ............................................................................................................ 26

V. **Appendixes** ................................................................................................................................. 27

  Board of Education Volunteer Policy ................................................................................................. 28

  Procedural Directive ........................................................................................................................... 29

  NM School Volunteer Regulation ........................................................................................................ 35

  Volunteer Policy Guidance for Parents .............................................................................................. 38

    Spanish ........................................................................................................................................... 39

    Vietnamese ..................................................................................................................................... 40

  Volunteer Programs FAQ’s ................................................................................................................ 41

    Spanish ........................................................................................................................................... 42

VI. **Sample Forms** ............................................................................................................................. 43

  Recruitment Letter ............................................................................................................................ 43

  Guidelines for Volunteers .................................................................................................................. 44

  Teacher/Staff Request for Volunteers ............................................................................................... 45

  Volunteer Time Sheet ......................................................................................................................... 46

  Monthly Report .................................................................................................................................. 47

  Volunteer Evaluation .......................................................................................................................... 48

  Teacher/Staff Evaluation ...................................................................................................................... 49
Albuquerque Public Schools is proud of the high level of volunteer involvement in schools throughout the district. Our community’s parents, college students, retirees, interested citizens, community and service organizations as well as businesses donate their time and talents to public schools in many ways. Our volunteers help deliver valuable services to students and schools that would not be possible without their support.

Each school’s volunteer program reflects its individual needs and strengths. The leadership of the Volunteer Coordinator is paramount to the success of the volunteer program. A well-organized volunteer program requires planning based on the school calendar and that school’s community involvement goals. This handbook is provided to assist School Level Volunteer Coordinators manage high quality programs at the school level.

The role of the school-based Volunteer Coordinator is vital to the success of the school and the students it serves. Schools are becoming increasingly reliant upon the development of effective school and community partnerships that share a common vision of student support and achievement.

This manual has been developed to support the work of the school-based Volunteer Coordinator. Our intention is to better guide the work of new Volunteer Coordinators as well as to provide the veteran coordinator with some ideas for program enhancement.

These materials can be adapted to better meet your specific program needs. They are simply offered as examples.

As you work to improve education and support for our children through volunteer management, please remember that the work you do is integral to both the school as well as the broader community.

Thank you for all that you do.

HOW TO USE THIS BOOK

The information and ideas offered in this book are meant to be suggestions for establishing or improving your volunteer programs. We recognize that most volunteer programs have minimal staff time and resources. Any program would be challenged to implement all of the suggestions in this book. Glance at the sections and read the information that is most pertinent. Pick out the highlights of each section for yourself.

Some of the information is based on established best practices for volunteer programs, some is based on local experience, and much of it is simply common sense.

APS Volunteer Programs
The Volunteer Services Program welcomes your comments and suggestions. District staff is available to assist and support school based volunteer programs throughout the year.
Volunteer Coordinating is a Varied Role
Volunteer programs vary widely from school to school. Some schools focus on tutoring programs, while others concentrate on parent leadership and classroom assistance. Some schools are rich with individuals and groups from the community, while others have a smaller number of dedicated individuals. All of our schools use volunteers in a variety of ways.

As family and community participation in schools increases for the benefit of our students, schools are recognizing that volunteer efforts need structure and support to make that participation effective. Volunteers need to be recruited, screened, scheduled and trained. We also need to match their interest and abilities to actual needs of students and staff. Ongoing communication with volunteers is essential as well as efforts to recognize and show appreciation for the services and support our volunteers provide.

The real and potential benefit of volunteer programs to students is clear to most schools. However, our experience shows that teachers and administrators are not able to provide the necessary level of oversight and coordination for more than a few volunteers given their other responsibilities.

A number of schools continue with varying success to spread volunteer coordination among different staff members including teachers, instructional, support and administrative staff. Many schools have relied on parent organizations for volunteer help.

In 2012-2013, most schools identified an individual as their Volunteer Coordinator. Some schools are lucky enough to have a volunteer in that role. Some schools may have a full-time staff person whose primary focus is coordinating volunteers.

Volunteer Coordinating is a Professional Role
While the role of Volunteer Coordinator varies from school to school, it is generally not an easy job. The needs in our schools are great and you are responsible for finding and coordinating people to work with our students in effective ways. You are likely acting as a recruiter, a screener, a trainer, a supervisor and an advocate. We expect volunteer coordinators to act in a professional manner and be adequately qualified for their job. The school will have expectations for your work, and hopefully those expectations will be clear and reasonable. Because of those expectations and responsibilities, you should expect to be considered a member of the staff, and treated accordingly.

Don’t be a Martyr!
Traditionally, volunteer programs have been understaffed in our schools. Whatever your pay classification, you have the responsibility for making your needs and expectations known to those that you work with. The students and volunteers need supportive adults who enjoy working at the school. If you find yourself feeling overworked and not supported or appreciated; find a way to address this with those that you work with, preferably with your supervisor. Brainstorm ways to create a positive dynamic.
Understand the School Culture and System
If you are unfamiliar with being a staff member in a school, take some time and make some effort to understand how things work, how staff members do their jobs and interact, and what other staff members expect of you. Often we can have expectations for others that do not match their expectations. In addition, the environment at school is different than at home or in other organizations and businesses.

Clearly Define Your Role
The role of the volunteer coordinator should be clearly defined based on the needs of the individual school. Please see the next page for a sample job description that can be used as a model. School leadership should work to establish reasonable expectations for their volunteer programs, including adequate staffing. The volunteer coordinator, paid or unpaid, should be considered a member of the professional staff.
Volunteer Coordinator Job Description

*(Sample)*

**Reports to:** School Principal  
**Position Located:** At school site assigned

Number of hours Worked: Determined by funding allocation

**Primary Duties/ Responsibilities:**
Responsible for oversight of school-based Volunteer/ Community Involvement
Program Duties include:
• Volunteer Placement/ Matching  
• Volunteer Recognition  
• Liaison between school staff/ volunteers/ community partners/ District  
• Monthly tracking and reporting of volunteer hours

**Desired Qualities/ Skills:**
• Computer literate (or willing to learn)  
• Ability to work on multiple tasks  
• Ability to communicate effectively with a diverse student/parent/community population  
• Ability to communicate effectively on the phone and in writing  
• Professional presence

**Position Requirements:**
• Identify program priorities and expectations to establish a realistic work plan.  
• Clarify work schedule, methods for communication with staff and supervisory relationship.  
• Attend appropriate trainings, meetings at school and within the school district.  
• Keep appropriate volunteer records and track volunteer activity.  
• Identify resources that increase effective volunteer programs.
Volunteer Coordinating on the side…

You know…I’m just a parent here.

Many school-based Volunteer Coordinators are parents of the students in our schools. You might have volunteered for this role at a PTA meeting, or perhaps the Principal decided that you’d be a good person for the job. However you found yourself in this role, please keep in mind that most things that apply to the “professionals” in your position at other schools, should apply to your work as well. Your role is every bit as important and in need of structure. The suggestions below are applicable to all Volunteer Coordinators, but may be particularly helpful for parents in that role.

- **Meet with the Principal and/or PTA President.** Decide together what is reasonable and prioritize your efforts.

- **Set goals for the program.** These goals will guide the work that you do and are invaluable for identifying what is appropriate for your limited time.

- **Communicate regularly.** The Principal and/or the PTA will generally be glad to get an update and they will be more informed as they make decisions in the future affecting volunteer programs. This might be a monthly memo or simply part of your newsletter updates.

- **Keep track of your hours.** It will be helpful for the school to know how much time you are working, even if some of it is paid and some is volunteer time. If possible, keep track of how many hours you are dedicating to any particular projects like recruiting tutors, or coordinating the auction volunteers.

- **Communicate with your volunteers.** All of our volunteers need to feel supported and that they are a part of the school community. Most likely this is your job, if it is anyone’s. Ongoing support is a hallmark for effective volunteer programs. Make this a priority.

- **Delegate when you can.** You might be able to identify some other people who can take on some of your tasks. Make it a team effort if possible.

- **Have good boundaries.** Remember that your role as volunteer coordinator is different than your role as a parent at the school. As a leader at the school, and perhaps as a staff person, you will likely have different roles with the staff, students and their families than other parents. Try to keep those roles distinct and help others understand when you are functioning as the Volunteer Coordinator and when you are functioning as your child’s parent. Your role at school should make a positive impact on your child’s education.
In this section you will find a variety of information and suggestions for building and improving your volunteer programs. You can use this information as a model for identifying priorities for your school.

Your priorities should include safety and liability, quality rather than quantity and creating a supportive and professional program that is manageable and sustainable.

Keep in mind that you have colleagues working in other schools and in the community that you can call on for more information or advice.

**Section Parts**

1. Recruiting Volunteers
2. Volunteer Support and Program Management
3. Volunteer Recognition and Appreciation
4. Record Keeping

This is an overview of elements that are included in effective volunteer programs. This can be helpful for those creating a new program or wanting to strengthen a current program. Remember this is a process that does not always flow easily from one step to the next. Your school may be doing well with some of these elements and need to improve in others.

**“Ideal” vs. “Reality”** This section offers suggestions that can be helpful, but also challenging to implement. Use your best judgment to decide what is reasonable for you and your school to accomplish.

❖ **TIP:** Always rely on the school/program goals to make decisions and assess needs.
Letter to parents of the children in your class or program

Hang posters
- Outside your classroom
- At the local community or senior center
- At community gathering place

Connections with your parent-teacher organization

Phone calls or personal notes sent to likely candidates for specific jobs

Fliers/Brochures
- In the school/office area
- Targeted at local businesses or organizations
- Handed out at child-centered events like little league games, festivals, etc.

Announcements/Ads
- On your website
- In community newspapers
- Public Service Announcements on the radio
- On Volunteer Opportunity web sites (like Volunteer Match and United Way)

Contact local community partners who might place volunteers in schools

Tips to remember when recruiting school volunteers:

- **Have patience.** Be aware of volunteers and what motivates them
- **Use warmth, friendliness, and the “human touch.”** Show a sincere interest in the prospective volunteer—everyone needs to feel important and needed!
- **Reach out!** Personal testimonies are often more powerful than a printed promotional piece. Most successful school-recruitment programs do not wait for volunteers to come to them but develop plans to actively reach the community and bring them in. Be proactive and persistent. View the neighborhood community as a source of potential volunteers.
- **Maintain momentum throughout the year.** Active recruitment is an ongoing, continuous process. Use real life examples of students who need tutors/mentors, and those success stories of students, who benefited from the help of volunteers.
- **Make it easy to serve.** Keep the required forms, rules, and regulations to a minimum. Legal aspects of participation must be covered, but the important thing is to get people working with students. Believe in volunteers and the contributions they make to education. Communicate this through all your efforts.
- **Make your needs known.** Be specific about your need for volunteers. A vague invitation to volunteers for an open-ended project will produce few responses. People want to know what kind of a commitment they are being asked to make.
- **Always, always remind volunteers that they are needed and appreciated.** Thank them for every-things they do!
- **Put out the welcome mat for volunteers!** Create a “volunteer area” somewhere in the school to make volunteers feel welcome, comfortable, and special.
Parent Recruitment

Please refer to the following guideline for successful parent recruitment:

- Begin early in the year by forming a committee
- People/groups to contact:
  - Principal
  - PTA president
  - Teachers, team leaders
  - School office staff
  - Booster club sponsors/coaches

Staff Orientation
- Volunteer Coordinator should try to speak at the first faculty meeting of the year—during preplanning, if possible.
- Urge teachers to recruit parents of their students through:
  - Memos home
  - Open House

Try to find ways to involve all parents in some way.

Clubs, Organizations and school committees or councils
- Urge group leaders to plan ahead and provide parents with specific needs for volunteer assistance (dates, times, description of activities).
- Group leaders will draw upon interested, involved parents of kids who are participating in their organization.
- Group leaders should be encouraged to keep accurate records of all volunteers since their activities often take place after school or in other locations.

Preparation of recruitment forms/fliers specific to your school
- Your recruitment flier shouldn’t be a slick publication that looks expensive, but should have a clever, attention-getting approach.
  - Example: “Volunteer “4” Education!” Ask every parent to commit to four hours of volunteer involvement each semester, which equals one hour per month.
- Provide a list of volunteer options for parents.
  - Special events of activities, give date, time commitment, description
  - Opportunities for working parents like Saturday events, sports concession stand, and career day
  - Opportunities to volunteer at home: typing student stories, and providing refreshments.
  - Classroom volunteers.
- Items to consider when preparing fliers:
  - Give a brief description of event/activity
  - Provide a way for parents to respond
Daily management of your programs will depend on your time and energy. As emphasized in previous sections of this book, always focus on your goals and try to maintain a reasonable amount of work. Aim for quality, not quantity. Attention to the following issues will help you maintain effective programs.

❖ **Ongoing Communication**
   - Maintain appropriate levels of communication between you, the volunteers and other staff.
   - Meetings and phone calls are often challenging to your schedule, but can be effective if planned and brief.
   - Communicate with written notes or a logbook.
   - Use email if possible.
   - You can always follow up verbally if necessary.
   - You should communicate instructions, tasks and updates.
   - Have volunteers communicate progress, problems, questions.
   - Some other ideas for ongoing communication:
     - Volunteer support meetings
     - One on one supervisory meetings with volunteers
     - Volunteer mentors (matching new volunteers with “veteran” volunteers)
     - Weekly/monthly check-in by phone (telephone tree)

❖ **Keeping Records**
   - Track your progress and procedures to measure your movement toward meeting your program goals and assist in future volunteer programming.
   - Keep track of volunteer schedules when possible. Make sure you are not burning people out and check in with people who you miss.
   - Make notes of what works and what does not. This will help future people in your position or those at other schools.
   - Make notes of volunteer successes to use for appreciation and program marketing.
   - Also note any challenging or contentious interactions with volunteers.
   - Keep track of the children your volunteers are serving. This may allow your school to understand the impact volunteers have on student achievement.
   - If you are working on specific projects or events, keep a list of tasks and steps you take to assist in future planning efforts.

❖ **Preparing students and staff to work with volunteers**
   - Volunteers should be respected as another staff person.
   - They should also be treated as honored guests.
   - Students/Staff should use common courtesy and show appreciation.
   - They should also know that volunteers have a job to do.
   - Other staff should understand their responsibilities for supporting volunteers.
   - Involve other staff in establishing programs.
**Making arrangements for volunteers in your absence**
- Structure your programs in ways that don’t depend on you being there.
- If you know that you will be gone during times volunteers need you, let them know ahead of time who to speak with for information, or alternative ways to communicate with you.
- Confirm with another staff person or two that can fill in for you with particular situations.
- Offer gentle reminders to other staff when you will be on vacation and let them know if there are any situations that the school should be prepared for.

**Integrating volunteer recognition into daily operations**
- Know your volunteers: their names, the names of their partners and children, their pets, etc. Ask them how they are and listen to them.
- Periodically give out interesting articles or other resources that will increase their knowledge or help their work.
- Provide a place where they can take breaks, talk to you and each other perhaps have a cup of coffee or tea.
- Write updates about the volunteer program or feature various volunteers in the newsletter and make sure the volunteers get copies.
- Write daily/weekly notes to them in a communication log.
- Help the principal to know who the volunteers are.
- Provide personalized name badges and a place to store or place them at school.
- Make sure everyone at school is involved with appreciating volunteers, not just you.
- See the Volunteer Appreciation section of this book for more ideas.

**Addressing difficult situations**
- Prevent problems through clear expectations and open communication.
- Be aware, proactive, and err on the side of safety.
- If you sense that there is a problem, there likely is.
- See the following pages for more specific ideas for addressing problems.
Don’t let volunteering be a thankless job. The number one method for retaining volunteers is to make sure they know that they are appreciated. Recognition and appreciation should come from different people in different ways.

There are many ways to thank and recognize your volunteers. In the following pages you will see just a few that we’ve collected over the years.

You can also put “Volunteer Recognition” into your Internet search engine and find many other ideas.

**Make it a priority.** Recognizing the work of volunteers is crucial for any organization that wants to retain them and attract others. Designate someone in your organization to be responsible for ensuring that ongoing recognition of volunteers takes place.

**Do it often.** Recognition of volunteers should happen on a year-round, frequent and informal basis – begin with saying “Thank you” often!

**Do it in different ways.** Vary your recognition efforts from the informal thank you and spontaneous treats, to more formal events, such as dinners and awards.

**Be sincere.** Make each occasion you use to recognize your volunteers meaningful and an opportunity to truly reflect on his/her value to your organization.

**Recognize the person, not the work.** Recognition should emphasize the contribution of the individual, not the end result. “You did a great job!” as opposed to “This is a great job!”

**Make it appropriate to the achievement.** For example, a paper certificate accompanied by a private thank you may be appropriate for a few months of service but a public dinner and engraved plaque may better suit 10 years of volunteerism.

**Be consistent.** Make sure whatever standards of recognition you establish can be consistently maintained in years to come. Holding a volunteer recognition dinner one year sets up expectation for future volunteers.

**Be timely.** Try to arrange recognition soon after achievement has been reached. Delaying until weeks or months later diminishes the value of your gratitude.

**Make it unique.** Getting to know each of your volunteers and their interests will help you learn how best to recognize each individual and make them feel special.
When looking for appreciation ideas for your volunteers, always keep in mind ongoing efforts to recognize and support volunteers. For those times when you want to formally recognize volunteer efforts, like the end of the quarter or end of the year, consider what they would like and appreciate, as well as what resources you have available. Local businesses are a good resource for food or gifts. The PTA or your school staff may well be willing to support a party or other recognition effort. You might make a targeted request to the principal or leadership team for specific funds. Sometimes recognizing specific volunteers individually is appropriate and effective.

Here is a list of methods that have been found to be successful and not-so-successful.

**ONE IMPORTANT NOTE: Volunteers generally do not want you to spend a lot of money to appreciate them.**

### Successful Methods
- Hand-made gifts from the kids/students
- Photos of tutor-student pairs with frames made by the students
- Framed kids crafts (can get frames cheap or donated)
- Coffee (bag of beans in a coffee mug) or coupons to local coffee shops
- Bulletin Board in high-traffic area with display of “what gift I would like to give my tutor/mentor” written by the students (may encourage non-material gifts)
- Having a keynote speech at an event delivered by a client/student or a parent
  (sharing their experience, how the tutoring/mentoring relationship has helped them)
- Hand-written notes of thanks (on a very personal, individual level)
- Tickets (to plays, local events, the lottery)
- A large thank-you banner with all of the volunteers’ names (make sure you get them all)
- Certificates (that are personalized and accurate)

### Not-so-successful Methods
- Not doing anything!
- Overly expensive gifts
- Certificates (that are impersonal or inaccurate)
- Overuse of volunteer catalogue gifts/not well-matched to the volunteers
- Holding big events with small staff and/or volunteer turn-out
- Not asking people to do more
- Developmentally inappropriate (e.g. bunny rabbit erasers for adults)
- Making ineffective student-volunteer matches to begin with
THE LIGHT TOUCH
- Send anonymous, humorous cards during hectic times!
- Leave candy kisses at volunteer stations!
- Dress in costume at Halloween, St. Patrick’s Day, etc. and pass out treats!
- “Come as you are” surprise party!
- Silly posters!
- Anonymous notes on the bulletin board!

GENERAL
- Stop by while volunteers are working to have a word or two with each.
- Smile and call volunteers by name.
- Remember birthdays, anniversaries, and personal times of importance.
- Coffee cups with names on them.
- Labeled areas to place coat, hat, etc.
- Keep track of length of times worked so as to recognize volunteers accurately.
- Suggestion box.
- Internal/external training opportunities.
- Job descriptions for volunteers should be specific, clear and flexible.
- Occasional surprise treats to say “thank you.”
- Holiday parties.
- Kickoff potluck. Invite to school.
- Monthly birthday listing posted for all to see.
- Keeping people up on changes and giving people reasons behind changes.
- Sending “get well” cards.
- Job rotation opportunities.
- Include feature articles on volunteers in the school newspaper.
- Invite volunteers to a special assembly.
- Have students write letters of thanks on the volunteer’s birthday, during National Volunteer Week, or other time.
- Send letters to business volunteers’ employers, citing achievements.
- Give each volunteer a certificate (available from SFSV), flower or small gift.
- Design a bulletin board in a hall that includes the names of all the volunteers.
- Have each class organize a special event and presentation for their volunteer.
- Chart to show accumulated hours for individuals.
- Volunteer of the month/week/year awards
Counting Volunteer Hours

Although tracking volunteer hours is a tedious task, it is very important for several reasons:

- Serves as proof that your school values community involvement
- Provides accountability to the community for their involvement
- Provides statistical information that could prove beneficial for grant applications
- Provides a record of who is on campus and why they are there

Volunteer Time Sheets

Keeping track of volunteers is necessary for the safety of students and staff. Please make sure volunteers know how to sign in and out in one of the following ways:

Volunteer Services Record

This form, more commonly referred to as the volunteer “time sheet”, should be kept in the front office in a visible location along with a supply of nametags. All volunteers must sign in and out when they volunteer at the school and wear a nametag at all times. Sheets fill up quickly so please keep a supply of extra forms available in the front office.

The staff person they are working with will sign the time sheet and briefly describe their activity in the section labeled “Type of Volunteer work.”

After Hours/Volunteering at Home

Please give a few Volunteer Services Record sheets to volunteers who do most of their volunteer work at home or to the chairman of a group (such as a planning committee, fund raising group, or booster club) so that their hours can be tracked and counted. Remember to count peer counselors, tutors, students who tutor their fellow students, teachers/staff who contribute extra time for special activities beyond their expected duties and responsibilities, classroom speakers, community judges for special events, unpaid coaching assistants, and overnight outings.

Counting Volunteer Hours

1. Gather all time sheets for the month.
2. Total the hours and record at the bottom of each sheet. You may round off your total hours to the nearest half hour. For example, “1 hour, 10 minutes” rounds to 1 hour, “2 hours, 16 minutes” rounds to 2.5 hours. If a volunteer has forgotten to sign out, you may record 1 hour or the usual amount of time for that volunteer if he/she is a regular.
3. Total all time sheets for the month. Pages that contain days from multiple months and sheets from previous months can be included in the current month’s totals.
4. Send one monthly report for all volunteer hours via email to the district Volunteer Office.
5. File your copies in the appropriate place making sure they are accessible to school staff.
Examples of Volunteer Hours to Be Counted

❖ Classroom assistance
❖ Tutoring
❖ Music and art assistance
❖ Media assistance
❖ Special Education assistance
❖ Community resource volunteers
❖ Health screening
❖ Guidance assistance
❖ Clinic help
❖ Clerical help
❖ Field trip chaperone
❖ Band booster
❖ Sports booster
❖ At-home projects
❖ Coaching
❖ PTA/SAC committees
❖ Fundraising
❖ Yearbook assistance
❖ College volunteers
❖ Mentoring
❖ Special events help (dances, carnivals, book fairs, etc)
❖ Judges
❖ Peer tutoring
❖ Safety patrols
❖ Volunteer coordinator
❖ Teachers working over and above assigned duties
Staff Training

As the School Level Volunteer Coordinator it is your responsibility to ensure that faculty and staff, know how to utilize volunteers properly. The material in this section is provided to assist you. It is recommended that you meet with the school staff during preplanning or at the beginning of the school year to go over the established policies and procedures for volunteers. Any of the material in this section can be copied and handed out to any staff utilizing volunteers.

Teachers Need Many Hands

There are many non-teaching jobs in the classroom, which can be done effectively by someone other than the teacher. Teachers need many hands and some of these belong to volunteers. Volunteers allow you, the professional, the time to do the specialized job you were trained to do.

The additional help and encouragement that volunteers offer pupils can sometimes make the difference between school success and failure. Their gift of time and talent supplements, but does not replace, the professional staff.

The willingness of volunteers to help is concrete evidence of the community’s encouragement and support of the teacher. It is a demonstration that the community shares the teacher’s interest in and concern for the education of our children.

We Would Like to Make a Point

Volunteers should feel that they are a part of a team – a team whose major aim is to provide a quality education for all. To realize the full potential of the services that volunteers can provide, it is vital that roles be clarified. Everyone must understand the line that separates the tasks of the staff person from those of the volunteer.

The following are tasks for school staff only:

- Supervising students. A volunteer may not supervise classes.
- Diagnosing student needs.
- Prescribing instructional programs and activities.
- Selecting appropriate learning materials.
- Evaluating student progress and achievement.
- Disciplining students.
- Supervising students in the event of a fire or weather-related drill.
Welcome Back Teachers!
Greetings from your Volunteer Coordinator(s) for the__________ school year:

Name __________________________ Phone #
Name____________________________ Phone #

A few reminders about utilizing volunteers in our schools...

- Volunteers participating in any activities (including field trips) must fill out a Volunteer Application, and complete a background check, prior to volunteering.
- All volunteers must sign in and out with the front office before proceeding to their volunteer sites,
- All volunteers must wear an appropriate identifying nametag.
- Volunteers MUST NEVER BE LEFT ALONE WITH A STUDENT. They should always be in view of a staff member.
- Any volunteer activity can be counted as hours towards the school’s total volunteer hours. Work done at home should be counted and documented as well. Forms are available to send home with volunteers completing work at home.
- Please document any hours that you work over and above your work duties. This could include overnight field trips, evening events, or service on PTA, SHAC, etc. Forms are available for you to document and submit monthly.
- Provide a classroom specific orientation to all volunteers assisting in your classroom.
- Please be advised that staff members are responsible to supervise the actions of their volunteers.
- Report any problems or concerns as soon as they arise.

The Teacher and the Volunteer

Congratulations! Now that your have opted to work with a school volunteer, what happens next? As usual, careful planning and some preliminary steps will smooth the path to a successful teacher/volunteer experience.
What School Volunteers Do

School volunteers work with teachers who request them to:

**Extend the teacher’s teaching time**
- read stories
- assist in Labs
- answer questions
- check student work
- create learning centers
- tutor in math and reading
- use audio-visual equipment
- find materials for classroom use
- help older children with research
- reinforce skills by providing extra drill
- work with non-English-speaking children
- play spelling, phonics, language, math games
- assist children with makeup work and missed tests

**Enrich the learning environment**
- dramatize stories
- assist with art projects
- make educational games
- help children choose books
- assist with creative writing
- tape record children’s stories
- help children use video cameras
- type and reproduce class newspapers
- record books for students who have reading difficulties

**Expand the resources of the school**
- display special collections
- explore career opportunities
- add expert resources in special classes
- give performances or demonstrations in the arts
- show slides and comment on experiences in other cultures
Teacher Do’s and Don’ts

Do . . .
- Make volunteers feel welcome.
- Meet often with volunteers.
- Plan the work volunteers are to do before they arrive.
- Be generous in offering praise, encouragement, and support, judicious in offering constructive criticism.
- Start simply and give additional activities as you feel volunteers are ready for them.
- Plan enjoyable experiences through which volunteers can create good relationships with students.
- Make sure instructions are clear with adequate time allotted for preparation.
- Supply materials appropriate for lessons.
- Provide guides, keys, or corrected papers for explanation.
- Be honest and open in talking over small problems.
- Treat volunteers politely and as educational team members.

Don’t . . .
- Leave volunteers in charge of the class.
- Give volunteers more than they can handle in the allotted time.
- Expect volunteers to do tasks they are not trained or prepared to do.
- Assign duties that belong to teachers.
- Expect volunteers to be just housekeepers.
- Criticize volunteers in front of children.
- Expect volunteers to change their schedules without proper notice.

Teachers – If You
- Remember that volunteers cannot be thanked too many times.
- Include the volunteers in planning and encourage their suggestions.
- Prepare for the volunteers before they arrive.
- Show a genuine interest in the volunteers, they will show a genuine interest in the school.
- Remember personal information about the volunteers.
- Are flexible.
- Assign the volunteers jobs that will keep them busy and interested.
- Assign tasks that will increase the skills and knowledge of the volunteers.
- Check each volunteer’s job often so it does not become stale.
- Increase the volunteer’s responsibility by expanding assignments.
- Notice signs of fading interest (such as absenteeism), try to change the assignment or add more responsibility.
- Find out why a volunteer quits, try to remedy the school-related reasons.
- Give awards and recognition to emphasize their importance and to show your gratitude.
- Show appreciation daily instead of relying totally on award ceremonies to thank the volunteers.
- Remember that volunteers cannot be thanked too many times.

. . . You will have Dependable, Cooperative, and Contented Volunteers.
The First Meeting

Teacher-Volunteer Initial Conference Checklist

The first session with your volunteer is very important. This is the time you will set the tone for your working relationship. You must remain the leader but still make your volunteer feel confident, useful, and valuable to you and your students.

Have You:

- Explained fire drill procedures?
- Discussed your methods of discipline and classroom rules?
- Given the school calendar to your volunteer?
- Shown your volunteer the location of the restrooms, Media Center, and sign-in book?
- Set up and explained the schedule the volunteer will follow?
- Toured your classroom pointing out centers, materials, and equipment?
- Determined if the volunteer will be eating lunch at the school and made arrangements as necessary?
- Explained your communication vehicle for daily volunteer assignments (folder, notes or other means)?
- Made your volunteer feel a comfortable part of your working situation?
- Allowed the volunteer to ask questions freely?
- Decided what procedure you will follow if either of you must be absent?
- Discussed the school dress code?
- Explained school policies and rules?
- Discussed the name students will use for the volunteer? (Recommendation- Mr.B------ or MsB------ not Jane or John)?
- Provided a place for your volunteer to put personal items such as coat and purse?
- Smiled?

If you have, your volunteer is ready to begin!!
Sample Thank You for Work at Home Volunteers

Date:

Dear:

I really appreciate your taking the time to do this work for me at home. Please record the amount of time it took for you to finish this project. Return this form with the completed work. Our Volunteer Coordinator keeps track of volunteer services donated to the school, and this will help with that task.

Thank you again for giving your valuable time to help our school.

Sincerely,

Signature

Time it took to complete this project: _____ hours and _____ minutes Special instructions for this project:

Thank You.
Ways for Teachers to Show Appreciation

- Greet the volunteer by name; encourage students to use volunteer’s name.
- Thank the volunteer personally each day, noting special contributions.
- Set a time to talk with the volunteer when students are not present; speak briefly with the volunteer each day before departure.
- Celebrate the volunteer’s birthday, and encourage students to write occasional thank-you notes.
- Share articles and books of mutual interest, on child development; learning styles or content area in which the volunteer works.
- Include the volunteer when planning class activities.
- Send a letter of appreciation
- Call or write when the volunteer is absent or ill.
- Invite experienced volunteers to train new volunteers.
- In assigning tasks, use the volunteer’s special talents, knowledge and interest.
- Enable the volunteer to grow on the job by giving him/her increasing responsibilities and more challenging tasks.
- Include the volunteer in staff meetings and in-service training, when appropriate.
- Write an article on the volunteer’s contributions for your volunteer newsletter, school newspaper, or community paper.
- Nominate your volunteer for a volunteer award.
- Treat your volunteer to lunch.
- Celebrate outstanding contributions or achievements.
- Recommend the volunteer to supervisory staff.
- Ask volunteers to help evaluate the program and suggest ways to improve.
- Help plan a recognition event and invite the Superintendent, School Board members, administrators, parents, and community leaders.
- Write a letter of recommendation when the volunteer requests it.
Do’s & Don’ts for Working with School Volunteers

Do…

❖ Be sure that the volunteer has all required clearance. Refer them to the Volunteer Coordinator if they don’t.
❖ Make volunteers feel welcome.
❖ Give a brief orientation to your classroom.
❖ Explain dress requirements to the college volunteers.
❖ Plan the work volunteers are to do before they arrive.
❖ Be generous in offering praise, encouragement and support: judicious in offering constructive criticism.
❖ Start simply, and then give additional activities as you feel volunteers are ready for them.
❖ Plan enjoyable experiences through which volunteers can establish good relationships with students.
❖ Supply materials appropriate for the activity.
❖ Be honest and open in talking over small problems.
❖ Treat volunteers as education team members.
❖ Give volunteers proper notice of schedule changes.
❖ Prepare students to work with volunteers.
❖ Work with college student volunteers to provide an appropriate experience for their class requirements.
❖ Provide feedback and ongoing guidance.

Don’t…

❖ Leave volunteers alone with students.
❖ Give volunteers more than they can handle in the allotted time.
❖ Expect volunteers to change their schedules without proper notice.
❖ Speak to volunteers in abbreviations. They are a foreign language to outsiders.
❖ Waste a volunteer’s time.
Volunteer Orientation

Ideally, before a volunteer begins to work directly with a teacher or other staff member, they will be provided an orientation to the school and district volunteer program policies. However, this is not always feasible. The Volunteer Handbook is designed to be a general orientation for all volunteers and is available on the APS website. The teacher or staff member the volunteer has been assigned to should provide a more specific orientation. Training for teachers on how to utilize volunteers should have been completed.

A welcome letter or email is one way to provide volunteers with a more school specific orientation, in addition to the district Volunteer Handbook. A sample “Welcome” letter follows. Also included in this section is an orientation outline. Many schools host an orientation at the beginning of the school year and have the volunteers come to the school. Not all volunteers will be able to attend, but this is a great way to welcome and orient those volunteers.

Sample Welcome Letter
(On School Letterhead)

Dear Volunteer,

Welcome to _________________School. You are about to join a very important part of this school’s educational team—our school volunteers. It takes an exceptional person to give his or her time and energy to help make our school stronger. Your caring enables us to work better and more productively and your involvement brings to our students the extra time and personal contact that are vital to academic success. You are sending students the powerful message that people care about them.

Before you begin your volunteer assignment, please make sure you read the “Volunteer Handbook”. There are a few things you need to know about volunteering in our school, as well.

- Bring your clearance form each time you come into the school.
- Remember to check out when you have completed your volunteer assignment.
- You must wear your nametag at all times.
- Please report to the school nurse if you are injured on school grounds.

Giving our kids the best education possible is an investment in the future of our community.

Thank you for recognizing this need and reaching out to help. We’re glad you’re here.

Sincerely,

Volunteer Coordinator
Volunteer Orientation Outline

The purpose of an orientation is to inform and listen. At this event your school will give volunteers:

- An overview of the program
- The guidelines established by APS
- The procedures for your school
- A summary of volunteer needs
- An opportunity to register as a volunteer

This is also an excellent time for school personnel to listen to the concerns and suggestions of parents and other volunteers. Please refer to the following volunteer outline:

- Registration and Refreshments
- Refreshments set a nice tone for the meeting
- Sign-In (include the following):
  - Name, phone number
  - Are you a parent of a child in this school?
  - Are you a returning or new volunteer?
  - Name tags

Welcome and Introductions
- Volunteer Coordinator
- Principal
- Office Staff
- Volunteers introduce themselves

Why Volunteers are Important
- Individualize instruction
- Improve students’ self-concept
- Build bridges between school and community
- Improve student achievement
- Help for teachers

School Tour
- On the school tour, point out the location of:
- Attendance forms and school volunteer name tags
- Telephones for volunteer use
- Media center
- School clinic room
- Restroom facilities
- Cafeteria (Prices and procedures)
- Parking restrictions
Volunteer Policies and Procedural Directive

**Definition of Volunteers**

Volunteers are individuals who donate their time, without financial compensation, to benefit Albuquerque Public Schools students. The volunteer participation may occur in a classroom setting during the school day or outside the school setting as part of an extracurricular activity. A person who comes to the school for a one-time special event, such as a guest speaker, presenter, or visitor is considered a guest and do not need to complete a volunteer application. The policy of the APS Board of Education prohibits discrimination on the basis of race, color, national origin, creed, marital status, sex, sexual orientation, religion, age, or disability.

**Who Should Register as a School Volunteer?**

A completed APS Volunteer Application is required for all regular school volunteers. It is recommended that applications be renewed every two years. Applications must be processed and all applicants screened prior to receiving an assignment to volunteer. The volunteer application, in addition to serving as a screening tool, registers volunteers for coverage through the district’s worker’s compensation program. Volunteers must sign in and out in the front office and wear a nametag while on campus.

**Volunteer Application**

All application forms will be completed online. Each site should have a computer available for volunteers to complete the application. Schools may request their site specific list of volunteers through the District Volunteer Programs office.

**CRIMINAL HISTORY PROCEDURE**

**EVERY VOLUNTEER MUST HAVE A BACKGROUND CHECK BEFORE THEY CAN VOLUNTEER,** APS students and staff do not need to be checked.

1. The background check is included in the online application process.
2. If the applicant is not eligible, Human Resources will send a letter to the applicant informing them that they are not eligible to volunteer in the public schools.

**Worker’s Compensation**

Volunteers who suffer injuries while on active duty are covered under Worker’s Compensation. Timely reporting of claims and following proper procedure is imperative. Volunteers should report injuries immediately and initial reports must be completed as soon as possible.
GE – School Volunteers
School volunteer services may augment district resources and ought to affect stronger linkages among Albuquerque Public Schools, families, and other members of the community. The Board of Education authorizes a school volunteer program that shall comply with state statute and regulation.

Administrative Position: Assistant Superintendent of Human Resources/Assistant Superintendent for School and Community Support

Department Director: Director of Human Resources Operations

References:
Legal Cross Ref.: §22-15-17 NMSA 1978; §22-14-32 NMSA 1978

Board Policy Cross Ref.: GB5 – Background Investigations
Procedural Directive Cross Ref.: Volunteer Programs

NSBA/NEPN Classification: IJOC

Reviewed: January 17, 1990
Revised: February 20, 1996
Revised: April 2001
Reviewed: July 12, 2011
Revised: July 20, 2011
School Volunteer Programs

Contents

Definitions .................................................................................................................................................. 30
Purpose of School Volunteer Programs .................................................................................................. 30
Qualifications of Volunteers ..................................................................................................................... 30
Guests and Visitors – No Background Clearance Required ...................................................................... 31
Volunteers and Screening Requirements ................................................................................................. 31
  Supervised Contact with Students ........................................................................................................ 31
  Intermittent Unsupervised Contact with Students .................................................................................. 32
  Consistent Unsupervised Contact with Students .................................................................................... 32
  Screening Requirements for all Volunteers ............................................................................................. 32
Responsibilities of Albuquerque Public Schools and Individual School Sites ...................................... 33
  Community Schools and Partnerships ..................................................................................................... 33
  Individual School Sites – School Principals .............................................................................................. 33
  Individual School Sites – Site Volunteer Coordinator .......................................................................... 34
Volunteers in Schools .................................................................................................................................. 35
Human Resources Department .................................................................................................................. 35
Definitions

For purposes of this procedural directive, “volunteer” means an unsalaried person (ie; parents, guardians, family or community members) authorized by Albuquerque Public Schools to perform volunteer services for the district. A volunteer is any individual who is not a guest or visitor at a school. A volunteer shall serve in such capacity without compensation or employee benefits of any type. All volunteers serve at the discretion of the superintendent without any expressed or implied privileges beyond those found in this procedural directive and may be released from volunteering if so deemed by the superintendent or his/her designee.

For purposes of this procedural directive, “guest” means an unsalaried person who, with principal approval, assists at a school on a non-regular or one-time basis. Guests shall report their presence at the school administrative office and are subject to the policies and procedural directives set forth by the district.

For purposes of this procedural directive, “visitor” means an unsalaried person who attends a district sponsored event or activity or visits a district site for a short time. Visitors shall report their presence and sign in at the school office if the visit occurs during the instructional day, but may not be required to sign in if the event or activity is after the instructional day. All visitors are subject to the policies and procedural directives of Albuquerque Public Schools.

Purpose of School Volunteer Programs

Albuquerque Public Schools encourages parents, guardians, family and community members to volunteer in its schools. Albuquerque Public Schools shall strive to have a volunteer program that:

- Supports academic achievement and district goals, to assist teachers in providing basic skills instruction, to enrich quality of instruction, to enhance interpersonal experiences for students, and to assist school staff with support services.
- Increases children's motivation for learning.
- Supports the dropout prevention program by providing supplementary instruction such as, but not limited to, tutoring/mentoring.
- Builds an understanding of school programs among interested citizens and business/community organization partnerships.
- Strengthens school/family/community relations and engagement through positive participation.
- Promotes family involvement by actively supporting and seeking collaboration with PTA, school/community advisory councils, and other parent groups.
- Enhances district educational programs, but does not to displace district employees.

Qualifications of Volunteers

Acceptance of volunteers shall be at the discretion of the site administrator and/or a Community Schools and Partnerships manager and shall be based on factors including, but not limited to:

- The individual requesting to volunteer is not subject to a requirement to register as a sex offender.
- Felony and misdemeanor convictions may be reviewed for volunteer eligibility.
- Completion of appropriate volunteer screening.
- A completed volunteer application on file.
- Positive attitude; interest in and enthusiasm for working with children.
- Ability to work cooperatively with school personnel.
• Adequate communication skills.
• Good health, moral character, dependability, and personal hygiene.
• Ability and willingness to participate regularly.
• Persons volunteering in the classroom during the instructional day may not bring children with them without permission from the principal and classroom teacher.

Guests and Visitors – No Background Clearance Required
This category includes visitors or guests who enter a school for a one-time event. This person shall have no unsupervised exposure or contact with students. Examples of guests and visitors include, but are not limited to:
• guest/resource speakers
• one-time appearance for school or classroom event like a literacy day or play
• parents and family members who attend school to eat lunch
• visitors for a one-time family involvement activity with their student
• parents dropping off items for their student at the school
• vendors making a delivery to a school

Guests and visitors shall comply with the following requirements:
• Be able to present some form of current government-issued photo identification (driver’s license, passport, military ID, US or other government identification).
• Sign in at the main office.
• Upon approval, be required to display a volunteer/visitor identification badge which they will surrender following the event or activity.

Volunteers and Screening Requirements
If an individual is not a guest or visitor, they are most likely considered a volunteer at a school. Volunteers may be considered to have supervised or unsupervised contact with children. Regardless, all volunteers shall be required to have a current background clearance. Volunteers who have a current background clearance may be required to renew their clearance at the discretion of the school principal.

Supervised Contact with Students
Supervised contact with children includes volunteers participating in school activities in open and public settings, and volunteers with classroom exposure who work with children and are supervised by district staff. Volunteer conditions are typically public settings and classrooms where staff or other adults can observe at all times, no solitary time with children, and always within unobstructed view. Examples of these situations include, but are not limited to:
• classroom tutoring
• classroom reading
• classroom assistance
• after-school programs where the volunteer is supervised by district personnel
• parent patrol volunteers
Intermittent Unsupervised Contact with Students
Intermittent unsupervised contact with children includes volunteers with classroom exposure, who work directly with students, and may have unsupervised time with students, but only while on district property with district personnel on site. Conditions typically are areas outside of the classroom where staff or other adults can observe at most times, but may occasionally include short solitary time with children and short duration of obstructed view, such as on-site tutoring outside of the classroom.

Consistent Unsupervised Contact with Students
Consistent unsupervised contact with children includes volunteers with unrestricted exposure, who work with children and may be unsupervised by district staff. This volunteer likely will have direct and unsupervised interaction with children. Typical examples of individuals who can consistent unsupervised contact with students include, but are not limited to:
- volunteer coaches
- support personnel for athletics
- off-site tutors
- mentors
- field trip and overnight trip chaperones
Chaperones that drive for field trips shall be required to meet requirements in additional Board of Education policies and administrative procedural directives.

Screening Requirements for all Volunteers
All volunteers shall comply with the following screening requirements:
- Provide documentation of current driver's license and automobile insurance coverage if transporting students by vehicle
- Be sponsored or approved by a school site or district employee
- Be able to present some form of current government-issued photo identification (driver’s license, passport, military ID, US or other government identification)
- Complete and submit for approval the district School Volunteer Application
- Receive a background clearance provided by the Background and Fingerprinting Department at the APS District Offices. (Volunteer applicants may require fingerprinting).
- Sign in at the main office.
- Upon approval, be required to display volunteer identification to be surrendered at the conclusion of the day's volunteer activity.
Responsibilities of Albuquerque Public Schools and Individual School Sites

Community Schools and Partnerships
The Community Schools and Partnerships Department shall develop objectives and guidelines to administer all phases of school volunteer programs. The department also shall maintain a database of active volunteers serving across the district.

The Community Schools and Partnerships Department shall complete the following tasks:
- implement objectives of the volunteer program
- oversee school volunteer programs
- conduct annual mandatory training for principals and site volunteer coordinators regarding volunteer screening procedures
- provide training and support for site community outreach and engagement efforts
- create a district volunteer coordinator and volunteer handbook outlining district volunteer procedures
- serve as liaison with school personnel, local agencies, business/organization partnerships, and the community

Individual School Sites – School Principals
School principals shall be responsible for:
- determining, with the assistance of the existing parent/community organization or appropriate staff member, the scope of the school volunteer program at the site
- designating a site volunteer coordinator to serve as administrator and immediate supervisor of the program, or acts in that capacity him/herself
- attending mandatory district training regarding the screening of volunteers

To properly implement the above responsibilities, a school principal:
- Shall determine extent and scope of volunteer needs after consulting with school staff.
- Shall designate a volunteer coordinator (or serves in that capacity), and submits that person’s name to the Community Schools and Partnerships Department.
- Shall strive to promote a climate and develops an infrastructure whereby volunteers feel welcome and needed on the school campus.
- May conduct recognition/appreciation events at school to support retention and recognition.
- Pursuant to state regulation, shall conduct an evaluation of school volunteer program. Evaluation tools shall be made available to principals in the Volunteer Coordinator’s Handbook.
- Shall attend, along with site volunteer coordinator, mandatory district training conducted by the Community Schools and Partnerships Department concerning school volunteers.
- Pursuant to state regulation, shall conduct interviews, or designate site volunteer coordinator to conduct interviews on all volunteers, as appropriate. All volunteers, except district student volunteers, shall fall into one of two categories. All volunteers shall be processed annually.
- May approve volunteer status, sign request forms and require a background clearance provided by the Background and Fingerprinting Department.
Individual School Sites – Site Volunteer Coordinator

The site volunteer coordinator shall be responsible for:

- organizing and implementing the school volunteer program at the school
- attending mandatory district training
- conducting appropriate volunteer screening
- maintaining volunteer records
- promoting, recruiting and providing orientation and recognition
- organizing and coordinating volunteer services
- tracking the number of volunteer hours and volunteers at the school

To properly implement the above responsibilities, a site volunteer coordinator:

- Shall organize a volunteer program at the school and recruit volunteers with support from the Community Schools and Partnerships Department.
- Shall attend, along with the school principal, mandatory district training conducted by the Community Schools and Partnerships Department concerning school volunteers.
- Shall ensure that all volunteers complete a volunteer application and review volunteer applications appropriately.
- Shall instruct all volunteers to sign in at the main office.
- Shall notify the school principal of applicants who disclose criminal history on the volunteer application and submits a new background check request from the Background and Fingerprint Department.
- Pursuant to state regulation, shall provide orientation for school volunteers and may request assistance for specific training from the Community Schools and Partnerships Department. The orientation may cover the following basic topics:
  - District procedures regarding volunteer screening, school policies and procedures, including sign-in procedure
  - Volunteer identification – all volunteers shall receive volunteer identification from the school to be worn while on campus and surrender the name badge at the conclusion of each day’s volunteer activity.
  - Places at the school, i.e., where to sign in, where to park, location of restrooms, and staff lounge and a school map.
  - People at the school – principal, vice principal, school secretary, custodian, counselor, and nurse.
  - Time schedule and school calendar
  - Communication at the school – who and when to call if volunteer will be absent; where to turn if volunteer has a problem.
  - Volunteer Code of Conduct
  - Ethics and confidentiality of volunteering
- May assign volunteers in cooperation with staff members and provide training, guidance and supervision.
- Shall, after consulting with principal, terminate volunteer workers when necessary and may request assistance from the Community Schools and Partnerships Department
- Maintains record of school volunteer program through sign-in sheet, at the school site that shows days and hours worked.
Volunteers in Schools
Individual volunteers shall be responsible for understanding the provisions of this procedural directive. Volunteers shall:
- Comply with appropriate district screening procedure and submit a school volunteer application
- Comply with sign-in procedures at the school site and wear volunteer identification while on campus.
- Perform volunteer work under the direction of assigned teacher, school volunteer coordinator, and/or school administrator.

Human Resources Department
Human Resources shall conduct appropriate screening and background checks for volunteers. Human Resources shall maintain all criminal background clearance records.

Administrative Position: Assistant Superintendent for School and Community Support/Assistant Superintendent for Human Resources

Department Director: Director of Community Schools and Partnerships

References:
Legal Cross Ref.: §22-29-7 NMSA 1978
NMAC 6.50.18

Board Policy Cross Ref.: GB1 Background Investigations
GE School Volunteers

Volunteer Code of Conduct
Employee Handbook
Mentor Program Coordinator’s Handbook
Mentor Handbook

Forms:
School Volunteer Application
Volunteer Confidentiality Form
Deny as Volunteer Template

NSBA/NEPN Classification: IJOC

Reviewed
TITLE 6 PRIMARY AND SECONDARY EDUCATION
CHAPTER 50 INSURANCE
PART 18 USE OF VOLUNTEERS IN SCHOOLS AND SCHOOL DISTRICTS

6.50.18.1 ISSUING AGENCY: New Mexico Public School Insurance Authority.
[6.50.18.1 NMAC - N, 7/1/2010]
[The address of the New Mexico Public School Insurance authority is 410 Old Taos Highway, Santa Fe, New Mexico 87501.]

6.50.18.2 SCOPE: This part applies to all school districts, charter schools and other educational entities authorized to participate in the authority’s risk related coverages.
[6.50.18.2 NMAC - N, 7/1/2010]

6.50.18.3 STATUTORY AUTHORITY: Subsection E of Section 22-29-7, NMSA 1978 directs the authority to establish a policy to be followed by participating members relating to the use of volunteers, distribute the policy to participating members and post the policy upon the authority’s web site.
[6.50.18.3 NMAC - N, 7/1/2010]

6.50.18.4 DURATION: Permanent.
[6.50.18.4 NMAC - N, 7/1/2010]

6.50.18.5 EFFECTIVE DATE: July 1, 2010, unless a later date is cited in the history note at the end of a section.
[6.50.18.5 NMAC - N, 7/1/2010]

6.50.18.6 OBJECTIVE: To establish a policy to be followed by participating members relating to the use of volunteers.
[6.50.18.6 NMAC - N, 7/1/2010]

6.50.18.7 DEFINITIONS:
A. “Regular volunteers” means those persons, including relatives of students, who commit to serve on a regular basis at a school district, charter school or other educational entity without compensation.
B. “Spontaneous volunteers” means those persons who agree to fill an urgent, temporary need for a school district, charter school or other educational entity without compensation and who are not pre-registered as a regular volunteer.
[6.50.18.7 NMAC - N, 7/1/2010]
[See 6.50.1.7 NMAC for other applicable definitions.]

6.50.18.8 POLICY FOR REGULAR VOLUNTEERS IN SCHOOLS AND SCHOOL DISTRICTS:
A. Participating member schools and school districts make extensive use of regular volunteers for many of their programs. In seeking and accepting the voluntary services of qualified, interested individuals, the participating members recognize that they have basic responsibilities to the regular volunteers as well as to the students and to themselves.
B. Each participating member shall be responsible for organizing and managing its own regular volunteer program subject to the following rules. Participating member schools, school districts and other educational entities shall have in place policies clearly establishing how and by whom regular volunteers are appointed and the policies at minimum shall require:
   (1) interviewing all prospective regular volunteers and doing a background check including, but not limited to any history of drug abuse or drug dealing, domestic violence, DUI offenses, and sex crimes;
   (2) providing all regular volunteers with a job description, outlining specific duties, time commitment and qualifications for acceptance as a regular volunteer;
   (3) providing appropriate training, supervision and evaluation of regular volunteers; and
   (4) instructing all regular volunteers to understand that failure to obey the code of ethics and standards of professional conduct as provided in 6.60.9.8 NMAC and 6.60.9.9 NMAC concerning the obligations of school personnel is grounds for dismissal.
C. Regular volunteers shall not be allowed to begin their service until after their duties are explained to them and they have accepted in writing the following volunteer pledge:
   (1) it is my duty to deal justly and considerately with each student, school employee or other volunteer;
   (2) it is my duty to share the responsibility for improving educational opportunities for all;
   (3) it is my duty to stimulate students to think and learn, but at the same time protect them from harm;
   (4) it is my duty to respect the confidentiality of student records and information about students, their personal or family life;
(5) it is my duty not to discriminate or to permit discrimination on the basis of race, color, national origin, ethnicity, sex, sexual orientation, disability, religion or serious medical condition against any person while I am on duty as a volunteer;

(6) it is my duty to avoid exploiting or unduly influencing a student into engaging in an illegal or immoral act or any other behavior that would subject the student to discipline for misconduct, whether or not the student actually engages in the behavior;

(7) it is my duty to avoid giving gifts to any one student unless all students similarly situated receive or are offered gifts of equal value for the same reason;

(8) it is my duty to avoid lending money to students;

(9) it is my duty to avoid having inappropriate contact with any student, whether or not on school property, which includes all forms of sexual touching, sexual relations or romantic relations, any touching which is unwelcome by the student or inappropriate given the age, sex and maturity of the student;

(10) it is my duty to avoid giving a ride to a student;

(11) it is my duty not to engage in sexual harassment of students, other volunteers or school employees;

(12) it is my duty not to engage in inappropriate displays of affection, even with consenting adults, while on school property or during school events off premises;

(13) it is my duty not to possess or use tobacco, alcohol or illegal drugs while on school property or during school events off premises;

(14) it is my duty to use educational facilities and property only for educational purposes or purposes for which they are intended consistent with applicable law, policies and rules;

(15) it is my duty to avoid any violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct when on school property or off campus at school functions;

(16) it is my duty to refrain from using school information technology equipment, hardware, software or internet access for other than a school related purpose;

(17) it is my duty to refrain from striking, assaulting or restraining students unless necessary in the defense of self or others;

(18) it is my duty to refrain from using inflammatory, derogatory or profane language while on school property or while attending school events off premises;

(19) it is my duty to refrain from bringing or possessing firearms or other weapons on school property except with proper authorization;

(20) it is my duty not to be under the influence of alcohol or illegal drugs on school property or at school events off premises; and

(21) it is my duty to report, as appropriate under the circumstances, violations of this pledge by other regular volunteers or school employees.

D. For the mutual protection of regular volunteers and the participating members, personnel administering regular volunteer programs shall provide a safe place to work and clear project organization or direction, establish and inform regular volunteers of emergency procedures, ensure that regular volunteers understand that their activities create participating member’s liability, and that ethical standards apply to them as well as to regular school employees. Participating member personnel shall inform each regular volunteer in writing of the reserved right to dismiss unsatisfactory regular volunteers and of the established procedures for doing so.

E. Spontaneous volunteers are not subject to these rules, but spontaneous volunteers must be supervised at all times by an employee or regular volunteer of the school district, charter school or other educational entity.

[6.50.18 NMAC - N, 7/1/2010]

HISTORY of 6.50.18 NMAC: [RESERVED]
Volunteer Policy Guidance for Parents
Frequently Asked Questions

7. If I can’t accompany my child, is he/she required to participate? No. You may choose for your child not to participate in the field trip but please remember that field trips are planned as part of the overall educational program of the school and the district attendance policy is in effect.

8. If I choose to provide my own transportation to the site of the field trip or activity so that I can keep an eye on my child, and I’m in a public space, how can the school system prevent me from being there? Of course you have every right to be in a public place. As long as you keep a distance from the school group and don’t interact with them there will be no problem. If you try to engage with the group, however, you will be asked to “sign out” your child from the group just as you “sign in” at the end of the field trip for transportation back to school.

9. I paid to go on the field trip. What happens to my money if I am not cleared to go on the trip? The decision to refund a person for a field trip is a site based decision made by the principal and is typically addressed in the individual school’s handbook.

10. What if I don’t have a social security number? The volunteer application form requires a social security number. If the applicant does not have a social security number, please contact the APS background department.

11. What if I don’t have a driver’s license? We require a government issued picture identification to verify your identity. You should be prepared to present this identification each time you volunteer.

12. Is there an age limit to be a volunteer in APS? You must be at least 18 years old to submit an APS volunteer application. Individuals under age 18 may volunteer with the permission of the school principal and with parental consent.

13. How long does the background check process take? The normal processing time is 7–10 business days. The process may take longer in high volume months such as September, October, January and May. The background check is a national check and some states may take longer to process requests.

14. How do I sign up to be a volunteer? You will need to get a Volunteer Confidential Information form from each school you wish to volunteer. Bring this form signed by the school administrator to the APS Background Department for processing.

15. If I have additional questions who should I contact? You should first contact the school volunteer coordinator or school principal.
1. ¿Por qué debo someterme a una revisión de antecedentes penales antes de participar en actividades de trabajo voluntario en la escuela de mi hijo/a? En las Escuelas Públicas de Albuquerque la seguridad de todos los alumnos es nuestra primera prioridad. Animamos, apreciamos y celebramos la participación de los padres en la escuela de sus hijos; sin embargo, es importante evitar cualquier situación en la que un voluntario puede poner en compromiso la seguridad de los alumnos.

2. El año pasado, fui chaperón/a en dos excursiones sin revisión de antecedentes penales. ¿Por qué cambió la política?

La política no ha cambiado. La revisión de antecedentes penales siempre ha sido un requisito para excursiones con el propósito de asegurar la seguridad estudiantil.

3. ¿Significa esto que no puedo participar en la escuela sin una revisión de antecedentes penales?

Eso no es lo que significa. Valoramos su participación en la escuela de su hijo/a. Aproveche las noches de puertas abiertas, noches de currículo, ferias de libros, días de embelezamiento, asociaciones deportivas, clubes de apoyo, booster, presentaciones escolares y conferencias para padres y maestros. Hable con el maestro de su hijo/a, especialmente si tiene preguntas o inquietudes sobre su desempeño de acuerdo con las reglas y expectativas de la clase. Se alienta a los padres y tutores a participar en la asociación de padres y maestros de la escuela.

4. ¿Cuál es la diferencia entre el trabajo voluntario y la participación de padres?

El trabajo voluntario implica la participación en otro nivel de actividades con un posible contacto con los alumnos. Las personas se consideran voluntarios si participan en actividades en las que todos los alumnos no están bajo la supervisión de sus padres/tutores. Por ejemplo, si una feria de libros se realiza durante el día escolar y el maestro lleva a la clase a la feria, los voluntarios necesitarán una revisión de antecedentes penales aprobada. Una feria de libros en la noche, en la que los alumnos están acompañados de sus padres, no requeriría revisiones de antecedentes penales aprobas.

5. No deseo ser chaperón/a en una excursión, simplemente quiero acompañar a mi hijo/a. ¿Puedo hacerlo sin presentar un formulario de solicitud para realizar trabajo voluntario?

Entendemos su interés en acompañar a su propio/a hijo/a. Sin embargo, cualquier adulto en una excursión va a estar potencialmente involucrado con otros niños. Los maestros no pueden controlar cuáles padres están aprobados y cuáles no. Para la seguridad de su hijo/a y de todos los niños, es importante que cualquier adulto que participe en una excursión sea aprobado como voluntario.

6. ¿Acaso no es mi derecho acompañar a mi hijo/a? Entendemos que puede sentirse de esta forma. Las excursiones y otras oportunidades educativas similares son actividades escolares previstas para su hijo y no hay necesidad de que usted participe para que su hijo/a lo haga. Sin embargo, acompañar a su hijo en una excursión es una actividad de trabajo voluntario.

Pautas de la política de voluntarios para padres

Preguntas frecuentes

7. Si no puedo acompañar a mi hijo/a, ¿es obligatorio que participe?

No. Usted puede optar por que su hijo/a no participe en la excursión, pero es importante que recuerde que las excursiones se planearán como parte del programa educativo general de la escuela y que la política de asistencia del distrito es aplicable.

8. Si opto por proporcionar mi propio transporte al lugar de la excursión o actividad para observar a mi hijo/a, y estoy en un espacio público, ¿cómo puedo el sistema escolar prohibirme estar allí?

Por supuesto que tiene todo el derecho de estar en un lugar público. Siempre y cuando mantenga una distancia del grupo escolar y no interactúe con ellos, no habrá problema. Sin embargo, si usted trata de participar en el grupo, se le pedirá que "registre la salida" de su hijo/a del grupo como si fuera un día de clases, teniendo en cuenta que no podrá "registrarse en la escuela" nuevamente al final de la excursión para el transporte de regreso a la escuela.

9. Yo pagué para participar en la excursión. ¿Qué pasa con mi dinero si no recibo aprobación para ir a la excursión?

La decisión de reembolsar el pago de una persona para una excursión corresponde al director dependiendo del local de la excursión y normalmente es un tema abordado en el manual individual de la escuela.

10. ¿Qué pasa si no tengo un número de seguro social? El formulario de solicitud de voluntario requiere un número de seguro social. Si el solicitante no tiene un número de seguro social, por favor contacte al departamento de antecedentes de APS.

11. ¿Qué pasa si no tengo una licencia de conducir?

Necesitamos un documento de identificación con fotografía para verificar su identidad. Usted debe estar preparado para mostrar este documento de identificación cada vez que haga trabajo voluntario.

12. ¿Existe un límite de edad para hacer trabajo voluntario en APS?

Usted debe tener por lo menos 18 años de edad para presentar una solicitud de voluntario de APS. Personas menores de 18 años de edad pueden hacer trabajo voluntario si reciben autorización del director de la escuela y con el consentimiento de sus padres.

13. ¿Cuánto demora el proceso de verificación de antecedentes penales? El plazo normal de procesamiento es de 7 a 10 días laborables. El proceso puede demorar más en los meses de mucho volumen como septiembre, octubre, enero y mayo. La revisión de antecedentes penales es una revisión nacional y algunos estados pueden demorar más en procesar las solicitudes.

14. ¿Cómo me inscribo para hacer trabajo voluntario?

Necesitará un formulario de información confidencial de voluntarios de cada escuela en la que desee hacer trabajo voluntario. Traiga este formulario firmado por el administrador de la escuela al Departamento de Antecedentes Penales de APS para su procesamiento.

15. Si tengo más preguntas, ¿quién debo contactar? Primero debe contactar al coordinador de voluntarios de la escuela o al director de la escuela.
Hướng Dẫn về Chính Sách Tính Nguyên danh cho Phụ Huynh

Các Câu Hỏi Thường Gặp

1. Tại sao tôi phải làm kiểm tra lý lịch về hình sự để tham gia các sinh hoạt tình nguyện ở trường của con tôi?
Sự an toàn của tất cả học sinh Trường Công Lập Albuquerque là ưu tiên một của chúng tôi. Trong khi chúng tôi khuyến khích, cảm tạ và vui mừng về sự tham gia của phụ huynh ở trường của con em quý vị, chúng tôi cần phải nhận ngay bất cứ tình huống nào mà người tình nguyện có thể gây bất ổn cho học sinh.

2. Năm nào, tôi đã đi hồ sơ hay chuyển du học ngoài mà không có kiểm tra lý lịch. Tại sao chính sách lại thay đổi?
Chính sách không thay đổi. Kiểm tra lý lịch luôn phải theo hành chỉ cho các chuyển du học ngoài để giữ an toàn cho học sinh.

3. Như vậy có phải là tôi không thể liên hệ với nhà trường nếu không có kiểm tra lý lịch?
Đó thực sự mean I can't be involved with the school without a background check?
Không phải như thế. Chúng tôi xem trọng sự tham gia của quý vị ở trường của con em. Xin hãy lợi dụng các cơ hội việc làm (open houses), đêm triển lãm học hình (curriculum nights), hộioward cách sống, ngày làm đẹp cho trường (beautification day), các hoạt động thể thao, các câu lạc bộ năng động (booster clubs), các buổi tham quan của trường và các buổi họp phụ huynh và giáo viên. Xin tiếp xúc với giáo viên, đặc biệt khi quý vị có câu hỏi, hoặc quan tâm về việc học sinh thì hành vi học thuật và kỳ vọng của lớp. Chúng tôi tích cực khuyến khích phụ huynh và giáo viên tham dự các hoạt động phụ huynh và giáo viên.

4. Việc phụ huynh tham gia và tình nguyện khác nhau như thế nào?
Sự tình nguyện là sự tham gia của mỗi người trong các sinh hoạt có liên hệ trực tiếp với học sinh. Một người được nghĩa là người tình nguyện nếu tham dự các sinh hoạt khi tất cả học sinh không có nghĩa hoặc hàng hiệu giám sát. Thú vị, khi có cơ sở ở trường vào ban ngày và giáo viên đưa đến nhà, người tình nguyện phải đi kiểm tra lý lịch đã được chấp thuận. Một người tham gia buổi tối khi học sinh có phụ huynh đi cùng thì người tình nguyện không cần phải đi kiểm tra lý lịch.

5. Tôi không muốn làm người hỗ trợ trong chuỗi du lịch—tôi chỉ muốn đi cùng con tôi. Tôi có thể đi mà không cần nộp đơn làm người tình nguyện không?
Chúng tôi thông cảm ý thích của quý vị về việc tham gia con mình. Tuy nhiên, bất cứ người lớn nào cũng như du lịch đều có cơ hội tiếp xúc trực tiếp với các học sinh khác. Giáo viên không thể kiểm soát ai là người đã được thông qua lý lịch và ai không được. Vì sự an toàn của con em quý vị và tất cả học sinh, bất cứ người lớn nào tham gia du lịch đều phải được thông qua và chấp thuận làm người tình nguyện.

6. Tôi có quyền tham gia với tôi, có phải không?
Chúng tôi hiểu quý vị có thể cảm nhận như vậy. Các chuyển du học ngoài và các sở hữu giáo dục trường là những sinh hoạt của trường cung cấp cho con em quý vị, và nhà trường không đòi hỏi quý vị phải tham dự để con em được tham dự. Tuy nhiên khi quý vị tham gia con em trong chuyển du học ngoài đối với hành động tự nguyện.

7. Nếu tôi không thể tham gia, con tôi có bắt buộc phải tham dự không?
Không. Quý vị có thể chọn lựa không cho con em tham dự du học ngoài. Ngoài ra, quý vị cũng có thể tham gia du học ngoài theo phong trào tự nguyện, và chúng tôi sẽ giữ cho quý vị “ký tên” để con ra khỏi nhóm, cũng giống như khi quý vị “ký tên” để con ra khỏi trường và quý vị không thể “ký tên” cho con gia nhập nhóm trở lại kể khi du học ngoài để chuyển về trường.

8. Tôi là người chuyển điểm đến của quý vị; nếu quý vị muốn tham gia thì phải làm gì?
Dĩ nhiên quý vị có thể mối quyền chỉ ở nơi công cộng. Nếu quý vị giữ một khoản cách với nhóm học sinh của trường và không tiếp xúc với các em, sẽ không có vấn đề gì bên cạnh. Tuy nhiên, nếu quý vị muốn tiếp xúc với nhóm, chúng tôi sẽ yêu cầu quý vị “ký tên” để con ra khỏi nhóm. Hãy sống như quý vị “ký tên” để con ra khỏi trường và quý vị không thể “ký tên” cho con gia nhập nhóm trở lại kể khi du học ngoài để chuyển về trường.

Quyết định trạng thái du học của quý vị tùy theo môi trường do phụ huynh và giáo viên. Được cấp trong tất cả trường đỗ riêng của môi trường.

10. Nếu tôi không có số an sinh xã hội (social security number) thì sao?
Mẫu đơn tình nguyện đòi hỏi phải có số an sinh xã hội (social security number). Nếu người nộp đơn không có số an sinh xã hội, xin liên lạc với Sở Kiểm Tra Lý Lịch Trường Công Lập Albuquerque (APS Background Department)

11. Nếu tôi không có bằng lái thì sao?
Chúng tôi đòi hỏi phải có bằng lái để chấp nhận quyết định. Quyết định thường bị trùng cần c/source kh capitals của phụ huynh.

12. Người tình nguyện trong APS có giới hạn tuổi không?
Quyết định phải ít nhất 18 tuổi mới nộp đơn tình nguyện cho APS. Các nhân viên dưới 18 tuổi phải có giấy phép của hiệu trưởng với sự chấp thuận của phụ huynh.
Volunteer Programs

Frequently Asked Questions

1. What is the difference between a guest, visitor and volunteer?
   - “guest” means an unsalaried person who, with principal approval, assists at a school on a non-regular or one-time basis.
   - “visitor” means an unsalaried person who attends a district sponsored event or activity or visits a district site for a short time.
   - “volunteer” means an unsalaried person (i.e., parents, guardians, family or community members) authorized by Albuquerque Public Schools to perform volunteer services for the district. A volunteer is any individual who is not a guest or visitor at a school.

2. Do guests and visitors need a background check?
   No Background Clearance Is Required.
   This category includes visitors or guests who enter a school for a one-time event. This person shall have no unsupervised exposure or contact with students. Examples of guests and visitors include, but are not limited to:
   - guest/resource speakers
   - one-time appearance for school or classroom event like a literacy day or play
   - parents and family members who attend school to eat lunch
   - visitors for a one-time family involvement activity with their student
   - parents dropping off items for their student at the school
   - vendors making a delivery to a school

3. Do all volunteers need background checks?
   If an individual is not a guest or visitor, they are most likely considered a volunteer at a school. Volunteers may be considered to have supervised or unsupervised contact with children. Regardless, all volunteers shall be required to have a current background clearance. Volunteers who have a current background clearance may be required to renew their clearance at the discretion of the school principal.

4. What would result in a denial?
   - A Conviction Of
     - Drug Trafficking
     - Child Abuse
     - Criminal Sexual Penetration
   - A Pattern Of Behavior
   - Any Open Case
   - Felonies Within The Past 10 Years
   - Misdemeanors Within The Past 5 Years

5. What if I don’t have a social security number?
   The volunteer application form requires a social security number. If the applicant does not have a social security number, please contact the APS background department.

6. What if I don’t have a driver’s license?
   We require a government issued picture identification to verify your identity. You should be prepared to present this identification each time you volunteer.
Preguntas frecuentes sobre los programas para voluntarios

1. ¿Cuál es la diferencia entre un invitado, un visitante y un voluntario?

* Un “invitado” se refiere a un individuo que no percibe un salario y que con la autorización del director asiste a la escuela en forma no frecuente o en una sola ocasión.

* Un “visitante” se refiere a un individuo que no percibe un salario y asiste a una actividad o evento patrocinado por el distrito o que visita una de las instalaciones del distrito durante un periodo breve de tiempo.

* Un “voluntario” se refiere a un individuo que no percibe un salario (es decir, padres, tutores legales, familiares o miembros de la comunidad) y está autorizado por Albuquerque Public Schools a realizar servicios voluntarios para el distrito. Un voluntario es cualquier individuo que no sea un invitado o un visitante en la escuela.

2. ¿Los invitados y visitantes necesitan realizar una verificación de sus antecedentes?

No, no necesitan realizar una verificación de sus antecedentes.

Esta categoría incluye visitantes o invitados que asisten a la escuela para un único evento. Este individuo no se verá expuesto ni estará en contacto con los estudiantes sin supervisión. Entre los ejemplos de las personas que se consideran invitadas y visitantes se incluye, aunque sin limitarse a:

- presentadores invitados/presentadores de recursos
- presentación por única vez para un evento de la escuela o del salón de clases, como el día de lectoescritura o el día de juegos
- padres y familiares que asisten a la escuela para almorzar
- visitantes que asisten a una actividad para la participación de los padres por única vez con el estudiante
- padres que van a la escuela a dejar algún objeto o material para sus hijos
- Comerciantes haciendo entregas a la escuela

3. ¿Todos los voluntarios necesitan realizar una verificación de sus antecedentes?

Si un individuo no es un invitado o visitante, es muy probable que se le considere como voluntario en la escuela. Es posible que los voluntarios tengan contacto con y sin supervisión con los estudiantes. Más allá de esta diferencia, todos los voluntarios deberán contar con una verificación de sus antecedentes que esté vigente. Es posible que los voluntarios que tengan dicha verificación vigente deban renovar esta verificación según el criterio del director escolar.

4. ¿Cuáles son los motivos que impiden obtener una verificación de los antecedentes?

- Haber sido procesado por: tráfico de drogas, abuso infantil, penetración sexual criminal
- Manifestar un patrón de conducta
- Tener un caso abierto
- Delitos mayores en los últimos 10 años
- Delitos menores dentro de los últimos 5 años

5. ¿Qué debo hacer si no tengo un número de seguridad social?

Se debe incluir un número de seguridad social en la solicitud para ser voluntario. Si el solicitante no tiene un número de seguridad social, debe comunicarse con el departamento de verificación de antecedentes de APS.

6. ¿Qué debo hacer si no tengo una licencia de conducir?

Para verificar su identidad, es obligatorio presentar un documento de identificación con fotografía emitido por un organismo gubernamental. Debe estar preparado para presentar este tipo de identificación cada vez que se ofrezca como voluntario.
Sample Recruitment Letter  
(On School Letterhead)

Dear Parent,

Most of us think education is important. We know that our children’s future success and happiness depend on the education they receive today. That’s why we’re asking for your help. You can be part of this learning process—as a volunteer.

Why should you volunteer? There are many reasons:

**Your kids will benefit.** Even if you are not in their classrooms, your children will know you are in school. They’ll see that you believe learning is important.

**You’ll get to know your child’s teachers.** Knowing the teacher makes it easier to ask for help when your child needs it.

**The school will benefit.** The time you spend in school will allow our staff to do more things for more students. That means better learning for all.

**The community will benefit.** You’ll learn more about our school, and you’ll be able to share what you know with friends, neighbors, and co-workers.

**Volunteering is easy.** We’ll be glad to train you for your job. Many of them can be done at home or in school, during the day or on the weekend.

**Volunteering is satisfying.** You’ll meet other parents. You may learn new skills. And you’ll get a good feeling from knowing that you’re part of something important.

Please help us help your kids. Be someone who makes a difference. Be a volunteer. It’s easy to get started. Please contact me *(e-mail, phone number)* and tell me that you’re interested. I look forward to working with you!

Sincerely,

Volunteer Coordinator
Guidelines for Volunteers

Your interest and concern for students have motivated you to volunteer in Albuquerque Public Schools. Thank you. This is a challenging and rewarding role.

To make your experience as a school volunteer a beneficial one for the students and for you, please follow these guidelines as you assist in the schools.

1. The safety and education of students must be the main concern of volunteers while engaged in school activities.

2. Volunteers may not give students medication.

3. Individual students’ grades, records and abilities are personal and confidential information. Students have a right to confidentiality under the Family Educational Records Protection Act (FERPA) that covers:

   - Academic work completed
   - Standardized test scores
   - Health data
   - Interest Inventory reports
   - Teacher or counselor ratings or observations
   - Family background information
   - Attendance records
   - Grades
   - Reports of serious or recurrent behavior patterns

4. Classroom supervision and student discipline are the responsibilities of the teacher and school.

5. Volunteers will be assigned only to staff members requesting assistance.

6. Volunteers should set a good example for students by their manner, appearance and behavior.

7. Volunteers are required to complete an application annually before helping in the school.

8. Volunteers are required to log in and out at the school and to record any off-campus service hours.

9. For identification, volunteers are required to wear a name badge when helping with school activities.
REQUEST FOR VOLUNTEER SERVICES

Teacher/Staff Name_______________________________Date____________

Instructional Volunteers Requested

_______Tutors - work with one student or a small group (up to 5) to reinforce academic subjects.

_______Mentors - work with a struggling student, providing encouragement to build self esteem. Through tutoring, setting goals, and serving as a role model, help student stay focused on school.

Student Name_________________________Grade________________

A tutor/mentor determination form will be sent to you for additional information.

Other Support Service Volunteers Requested

______Clerical _____Media Center

_____Classroom Helper/Assistant _____Book Fair

_____Special Project _____Health Services

_____Field Trips _____Office Assistant

_____Newsletter _____Computer Lab

Other:________________________

Please indicate below the day and time requested:

                  Monday  Tuesday  Wednesday  Thursday  Friday

          a.m.      ____________  ________  ________  ________  ________

          p.m.      ____________  ________  ________  ________  ________
<table>
<thead>
<tr>
<th>Name:</th>
<th>Name of School:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Volunteer?</td>
<td>Yes No</td>
</tr>
<tr>
<td>Other than classroom, please specify:</td>
<td></td>
</tr>
<tr>
<td>Student Volunteer?</td>
<td>Yes No</td>
</tr>
<tr>
<td>Do you have a student at this school?</td>
<td>Yes No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME IN</th>
<th>TIME OUT</th>
<th>HOURS WORKED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME IN</th>
<th>TIME OUT</th>
<th>HOURS WORKED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL NUMBERS OF HOURS WORKED: __________________________

Type of Volunteer Work: ________________________________

The following school district employee certifies that the volunteer identified above has worked the hours documented.

NAME: _______________________ SIGNATURE: _______________________

46
# Volunteer Programs Monthly Report

<table>
<thead>
<tr>
<th>Date:</th>
<th>School Name:</th>
<th>Name of Person Completing Report:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th># Student Volunteers:</th>
<th># Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td># Parent Volunteers:</td>
<td># Hours:</td>
</tr>
<tr>
<td># Community Volunteers:</td>
<td># Hours:</td>
</tr>
<tr>
<td>Total # Volunteers:</td>
<td>Total # Hours:</td>
</tr>
</tbody>
</table>

Comments:

Date: __________________________
Volunteer’s Evaluation

Thank you for your part in making our volunteer program a success! We would appreciate your answers to the following questions so that we can evaluate this year’s program and improve the program for next year. Please return this form to the volunteer coordinator by ________________.

1. Why did you decide to become a school volunteer? ____________________________________________________________

2. How were you recruited? ____________________________________________________________________________

3. How many days per week do you volunteer? _______How many hours per week? _________

4. Describe briefly what you do as a volunteer. ______________________________________________________________

5. How would you describe your relationship with the teacher or staff person you are assisting?
   □ Excellent □ Satisfactory □ Unsatisfactory

6. Is a work plan prepared when you arrive at school?
   □ Always □ Sometimes □ Never □ N/A

7. Are materials available for doing the job? □ Always □ Sometimes □ Never

8. Do you feel you had adequate help and supervision? □ Yes □ No

9. If working with children, do you feel they are progressing? □ Yes □ No

10. Have you been able to form a good relationship with students? □ Yes □ No

11. Please rate the volunteer training in terms of its effectiveness in helping you with your present volunteer position. □ Very effective □ Moderate □ Not effective

12. Please make suggestions for future volunteer training. ______________________________________________________

13. Comment on your experience as a volunteer: was it rewarding? ______________________________________________

14. Please check one. I am a: □ Parent □ Student □ Senior citizen □ Interested citizen □ Business partner

15. Are you interested in volunteering again next year? □ Yes □ No

16. If yes, would you like additional training? □ Yes □ No If yes, please list training needs.

17. If you are not going to volunteer again next year, will you tell us why?

________________________________________________________________________________________

Name ____________________________________

Address __________________________________ Zip Code________

Day Phone____________________________ Evening Phone ____________ Email ____________________
Teacher/Staff Evaluation

We would appreciate your answers to the following questions so that we can evaluate this year’s program and improve the program for next year. Please return this form to the volunteer coordinator by _________.

1. How often do you work with a volunteer?  □ Regularly  □ Occasionally

2. How many volunteers do you work with? ____________  In what capacity:  □ Teacher assistant  □ Classroom resource  □ student mentor  □ clerical  □ Other (please list)

3. Were volunteers able to effectively implement your work plans?  □ Yes  □ No

4. How would you rate your relationship with volunteers?  □ Excellent  □ Good  □ Fair  □ Poor

5. Were volunteers present as scheduled?  □ 80-100% of the time  □ 50-80% of the time  □ Less than 50% of the time

6. How many of your students were served during the school year either in one-to-one tutoring or in groups?

7. Do you feel that students have progressed as a result of their relationships with volunteers?  □ Yes  □ No  Please explain:

8. Was working with volunteers beneficial?  □ Yes  □ No  Please explain:

9. Would you like to work with volunteers again next year?  □ Yes  □ No

10. Do you think the volunteer training program was worthwhile?  □ Yes  □ No

11. What suggestions do you have for future volunteer training?  _______________________________

Other Comments  ________________________________________________________________

______________________________________________________________

Name _________________________________

Position______________________________________