



# Parent Service Hours & Information and Procedures

ECS has adopted a program requiring a parent to volunteer 10 hours per child, 20 hours maximum per family, throughout the school year. (May 1st - April 30th)

## **All volunteer hours must be completed no later than April 30th**

(Any volunteer hours completed after April 30th will be credited for the next school year)

Review the list below, check all that interest you, and complete the personal information.

Forms need to be returned to the front office.

### **Around the Classroom**

\_\_\_ Helping with bulletin boards, room readiness and/or party set up and clean up

\_\_\_ Chaperoning and/or assisting at special events, merit day activities, Grandparent's Day & field trips (auction, carnival)

\_\_\_ Supervising recess, library, nap times or with kindergarten and primary lunch duty 10:40-11:30am

\_\_\_ Serving as a room parent (coordinating parties, assisting the teacher when needed)

\_\_\_ Taking photographs at school events for the yearbook and newsletter

\_\_\_ Helping with before and after school duties (study halls and clubs)

\_\_\_ Soda tab and soup label coordinator

\_\_\_ Field Day set up and take down

### **Athletics and Sports**

\_\_\_ Assist at athletic events. All levels, all teams available: set up, clean up, be a team parent

\_\_\_ Coaching younger sport teams

\_\_\_ Selling tickets and/or manning entrance booth at sporting events

\_\_\_ Running concession and food sales at sporting events

\_\_\_ Directing traffic and collecting parking fees at school wide events

\_\_\_ Greeting visiting teams: directing to locker room facilities, assisting them in any way

\_\_\_ Cleaning up after games in gym, on fields, etc.

\_\_\_ Security detail at school wide events

\_\_\_ Golf Tournament and Fishing Tournament

### **Library and Bookstore**

\_\_\_ Assisting and/or reading to students in the library

\_\_\_ Helping with special events during Book Fair weeks

\_\_\_ Assisting with book distribution before school year begins

\_\_\_ Manning the bookstore throughout the day

\_\_\_ Library inventory and cleaning throughout the year

### **Fine Arts**

\_\_\_ Fine Arts Administrative Assistant (part time volunteer)

\_\_\_ Helping with production projects: costumes, cleaning prop closet, building sets, and back stage parent during plays

\_\_\_ Spring Musical Coordinators: Backstage, Costume, Makeup, Publicity, Sales/Sponsorships, Audio/Video, Post Production, Orchestra, Cast Food, Props, Set Construction

\_\_\_ Organize and inventory drama closets

\_\_\_ Helping with any Fine Arts events (See specific Fine Arts handout available at Boosters Table)

### **Office and Clerical**

\_\_\_ Helping with mass mail outs

\_\_\_ Assisting with Entertainment Book sales and distribution other short term fund raising events

\_\_\_ Grant identification and submission

\_\_\_ Fall Festival or Annual School Auction

### **Facilities and Maintenance:**

\_\_\_ Bus cleaning, school doors and window disinfecting, cafeteria cleanup, wash cafeteria chairs, clean window in cafeteria,

\_\_\_ Providing occasional maintenance and/or grounds needs

This form will be given to the appropriate person who will contact you as the need arises.

All volunteer assignments must be pre-scheduled with a teacher/staff member/coach prior to arriving. Parents may request a specific task or allow the office staff to identify a location in the school where service is needed.

Parents are required to check in at the front office immediately upon arriving for volunteer service.

- Remember to present a valid identification (drivers license or state issued ID).
- Name badges will be given out at the office. These should be worn throughout the school day.
- Parents should request the volunteer form and take it with them.
- When finished helping, they should fill it out and have the supervising teacher or staff member initial it.
- The volunteer should separate the form, keeping one copy for his own record and returning the other to the front desk before leaving.

The safety and education of students must be the main concern of volunteers at all times.

- Volunteers may not dispense medication or render first aid. Even minor injuries should be brought to attention of classroom teacher.
- During fire alarms or other unusual events, volunteers should be careful to follow the teacher's directions and give special attention to students.

Classroom supervision, instruction and student discipline are always the responsibility of the classroom teacher.

- A volunteer may not give permission for a student to leave the room
- A volunteer may not grade quizzes and tests.
- A volunteer may not have access to the teacher's grade book or computer.
- Punctuality and reliability are expected since teachers plan for volunteer assistance.
- Volunteers should be in good physical and mental health.
- They are expected to be well-groomed and dressed appropriately.
- Volunteers should set a good example for students by their manner, appearance, and behavior.
- Volunteers will never discuss student's performance or behavior with parents.
- Volunteers must never discuss or compare teachers with other volunteers, students or parents.

Volunteers will be assigned only to staff members requesting assistance.

- Volunteers will be allowed in the classrooms during instructional time **ONLY** when so scheduled by the teacher.
- Volunteers are invited to assist in their own child's classroom **ONLY** with permission from the classroom teacher.
- The teacher may deny this request if she feels the volunteer's presence may impede the child from doing his best.
- There are many areas of need throughout the school that will not be disruptive to the child's attention in class.

***\*Note: Parent service hours are deemed appropriate when they are used for school wide benefit. Individual class fundraising will not be counted toward the required service hours.***



## **Parent Volunteer Hours Information Sheet**

Parent's Name: \_\_\_\_\_  
(First Name) (Last Name)

Student Name(s) and Grade: \_\_\_\_\_

Phones: (H) \_\_\_\_\_ (C) \_\_\_\_\_ (Email) \_\_\_\_\_

**How would you prefer to be contacted \_\_\_\_\_ telephone \_\_\_\_\_ email?**

Hours available to work: \_\_ Before School \_\_ During school hours \_\_ After school \_\_ Evening Events

I have read and understand the Volunteer Guidelines. I will endeavor to abide by them at all times.

\_\_\_\_\_  
(Signature of Parent or Parents volunteering hours)

\_\_\_\_\_  
(Date)