

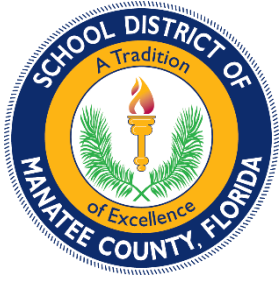
2018-2019

**Volunteer Information Guide
& Application**

VOLUNTEER



"Volunteers do not necessarily have the time;
they just have the heart." ~ Elizabeth Andrew



SCHOOL BOARD

Scott L. Hopes, M.P.H., D.B.A.
Chair

Gina Messenger
Vice Chair

John A. Colón
Charlie Kennedy
Dave "Watchdog" Miner

SUPERINTENDENT

Cynthia Saunders

SCHOOL DISTRICT OF MANATEE COUNTY

August 1, 2018

Dear Volunteer,

Thank you for taking the time to consider volunteering for the School District of Manatee County. We appreciate the effort you have made taking a positive step to learn more about volunteering in your neighborhood school.

Your commitment to education offers many students an opportunity to receive the individual attention vital to their education, and personal development. You are a role model for our students by sharing calmness, consistency, civility, confidence and community in their lives.

Volunteers bring help, guidance and real-world experience to our students while supporting teachers and staff. Volunteering in our schools allows you to become part of our family and to see how dedicated our staff are, to the individual development of our students.

Our schools face challenges on a daily basis with limited resources, and by volunteering, you are making a significant difference. Positive attitudes and enthusiasm are vital when engaging with our students, to encourage them to be positive citizens of the community.

We appreciate your interest to volunteer and look forward to a continued relationship for the future success of our students.

Sincerely,

Cynthia Saunders
Superintendent



Welcome Volunteers

Volunteer Mission

To increase student achievement through family and community engagement, providing diverse resources to schools and students within Manatee County.

When parents, guardians and members of the community support local schools, children behave better, increase achievement and graduate at higher rates.

According to [Florida Statue 1012.01\(5\)](#) “A K-12 school volunteer is any **nonpaid** person who may be appointed by a district school board or its designee. School volunteers may include, but may not be limited to, parents, senior citizens, students, and others who assist the teacher or other members of the school staff. “

Volunteers enhance the quality of education in our schools which in turn, gives our schools the opportunity to excel beyond measure. Volunteers also provide creative avenues of assistance to staff, teachers and students that could not otherwise be afforded.

Your role as a volunteer is a very important one, and we hope that your involvement in our schools will be as rewarding for you as it will be for our students, teachers and school staff. As a volunteer you are taking the time to share wisdom and experience with future academic stars!

The School District of Manatee County offers many exciting and meaningful volunteer opportunities. Depending upon the need of the school, specific jobs may be available at the school in which the volunteer prefers to serve and the time available.

The school **Volunteer Coordinator** will be able to help you with your volunteer application and placement.



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



VOLUNTEER OPPORTUNITIES

SUPPORT SERVICE VOLUNTEERS

Volunteers in this category assist in a support role to the teachers, office, lunchroom, field trips etc.

Classroom Assistant

Volunteers work with classroom teachers to assist on various projects and student interaction. Elementary school volunteers tell stories, read to children, prepare bulletin boards, and chaperone. Secondary school volunteers work on music, drama performances, operate audio/visual equipment, or make instructional materials.

Computer Lab Assistant

Volunteers who have computer skills and knowledge of software can volunteer.

Library/Media Center Assistant

Volunteers work in the circulation desk, catalog and shelve books, mend books, operate audio visual equipment and fill teacher and student requests.

Office

Tasks may include typing, computer input, answering telephones, duplicating materials or other office work.

Off-site and After Hours Volunteers

“At home” volunteer projects such as creating newsletters, creating bulletin board materials etc.,. Volunteer hours should be recorded on the “**volunteer attendance form**” in this guide and reported to the school Volunteer Coordinator for data collection.

Chaperones are used for on-site and off-site activities.

INSTRUCTIONAL VOLUNTEERS

Instructional volunteers provide direct services to one or more students on a regular basis. Typically tutors and mentors are in this category. Individuals who would like to work one-to-one with students in unsupervised school-based settings, are required to complete and clear a Level II background screening, at the cost of the volunteer. The school district uses an outside vendor called **FieldPrint** for their Level II screenings, and the school volunteer coordinator can provide you with the information.

Tutors

Tutors work one on one with students or with small groups of students who need remedial help in academic subjects (reading, math, language arts, science, social studies) to reinforce basic skills with students. Tutors also work with non-English speaking students to increase their skills in understanding, speaking, reading and writing English. Adult Literacy tutors work one on one with adults who are learning basic skills. Volunteers are assigned to adult career centers where students are preparing for their GED exams.

Mentors

Mentors encourage and motivate students to improve their attendance, behavior and academic performance. Mentors make a difference!



VOLUNTEER OPPORTUNITIES

COMMUNITY PARTNERS

The School District of Manatee County partners with community agencies to offer mentor services and assistance to students in need.

Big Brothers Big Sisters

The traditional [Big Brothers Big Sisters](#) (BBBS) program provides the opportunity to mentor a student once a week at an elementary school. Contact (941) 746-7000 for more information.

Take Stock in Children

Low-income students are helped to succeed by provision of college scholarships, mentors, tutoring, and long term support. Contact (941) 751-6550 for more [information](#).

United Way “Reading PALS”

ReadingPals is a [United Way](#) program where volunteers provide positive reinforcement and personal attention to a child (kindergarten through 3rd grade) who would benefit from a little extra reading support. We aim to not only improve children’s reading skills, but also impart a love of reading. Contact (941) 932-8261 for more information.

Suncoast Campaign for Grade Level Reading

Part of a nationwide movement, the [Suncoast Campaign for Grade-Level Reading](#) is a communitywide effort to help all children, especially those from low-income families, succeed in school by ensuring they read on grade level. Donna Puhlovich, Suncoast Campaign for Grade-Level Reading Volunteer Coordinator info@GradeLevelReadingSuncoast.net

FIELD TRIPS

All policies and procedures governing volunteers at the school site carry over to field trips, because a field trip is an extension of the school site for educational purposes. Volunteer chaperones must complete a volunteer application and be cleared through the Raptor system at the school site.

A copy of the field trip handbook can be viewed on line at www.manateeschools.net. Visit the **Community Page**, click on *Communications, Family & Community Engagement* and visit the *Volunteers* section.

- All chaperones must be 21 years of age, complete a volunteer application and clear a mandatory Level I screening at the school site.
- All **overnight** chaperones are required to clear a mandatory Level II screening at their own expense via the district’s outside vendor.

Volunteers will receive specific instructions from the school regarding field trip procedures.





FIELD TRIPS

CHAPERONE GUIDELINES & RESPONSIBILITIES FOR FIELD TRIPS

GUIDELINES

- Chaperones must complete a Volunteer Application Form in the front office, present photo ID and be cleared through the Raptor System at least one week prior to the date of the Field Trip. **(Chaperones on overnight trips require a Level II screening).**
- Chaperones are always under the supervision of School Board personnel and must follow their directives.
- Chaperones must be 21 or older.
- For overnight field trips, Chaperones who have children enrolled in Manatee County Schools (K-12) may, upon express approval of the Principal, have their own children who are enrolled in the District participate in a Field Trip.
- Students are responsible for all personal items that are brought on trips.
- Chaperones and their groups must be prompt returning to the buses at the end of the trip.
- Use appropriate language.
- Alcoholic beverages/illegal drugs are not to be possessed or consumed by Chaperones or students.
- Do not purchase items for the students even if they ask.
- Use of tobacco products is not permitted by students or Chaperones during the field trip.
- Chaperones need to be aware of any medical conditions/allergies etc. of any children assigned to them.
- Chaperones shall not provide any prescription or over the counter medications to students.
- Chaperones shall be seated throughout the vehicle (if applicable) in order to help maintain supervision.

RESPONSIBILITIES

- Chaperones are responsible for ALL of the children in their assigned group-not just the chaperone's own child.
- Please stay with the group assigned at all times.
- Please touch only your own child.
- Treat all children for whom you are responsible fairly and equally.
- Review and enforce the [Student Code of Conduct](#).
- Report any accidents, disciplinary issues, or problems to the Field Trip Coordinator immediately.
- A Chaperone in each group must carry a cell phone and exchange cell phone numbers with the Field Trip Coordinator.
- Chaperones must inform the Principal/Designee of any condition that may affect his/her ability to perform their assigned duties.



RESPONSIBILITIES

VOLUNTEER

DOs

- Complete an annual volunteer application form.
- Attend orientation arranged by school based Volunteer Coordinator.
- Always check-in upon arrival, and check-out upon departure.
- Keep student information confidential.
- Set a good example in manner, dress, and appearance in accordance with the [Student Code of Conduct](#)
- Be punctual and reliable.
- The use of cell phones is prohibited during interaction with students based upon the Code of Student Conduct (cell phones or electronic devices that are visible, activated, or inappropriately used).
- Stay home if you are ill (cold, sore throat, cough or fever).
- Volunteers must report any injuries they incur while on school premises or while performing their volunteer duties, to the school volunteer coordinator or principal.
- Volunteers are covered by School Board Liability policies while volunteering.
- If the volunteer is a mentor with an partnering agency, they must follow the guidelines of the prescribed program in which they are mentoring from, in addition to the district volunteer procedures and successfully clear a Level II screening.
- Report suspected child abuse and neglect under [Florida Statute 39.201](#).

It is a misdemeanor not to report child abuse (Florida Statute 39.205)

DON'TS

- Give medication to students.
- Discipline students and refrain from improper touching of students in an aggressive or sexual manner.
- Divulge individual student's grades, records and abilities, which are personal and confidential. Students have a right to confidentiality covering: Academic work, family background, test scores, attendance, grades, health data, etc.
- Determine the grade or write comments on student papers.
- Establish instructional objectives.
- Compare and criticize students or teachers.
- Interrupt class time for discussions with the teacher.
- Hold parent/teacher conferences during class time.
- Assume responsibility for the supervision of a class in the absence of a certified teacher.
- Volunteers may not bring children who are not registered in the school when they tutor, mentor, assist in the classroom, media center, office, cafeteria, clinic or health screenings, playgrounds, or when chaperoning field trips.
- Volunteers may not transport students in their personal vehicles.



RESPONSIBILITIES

TEACHER

- Determine need for volunteers and communicate to school Volunteer Coordinator.
- Verify that volunteers are approved before using them.
- Notify volunteers when there is a scheduled change.
- Provide proper supervision of classroom volunteers and provide clear directions.
- Report concerns to the School Volunteer Coordinator.
- Provide work space/materials for volunteers.
- Express appreciation to volunteers.

SCHOOL VOLUNTEER COORDINATOR

- Survey teachers for volunteer needs.
- Register volunteers for approval and ensure that each volunteer completes the volunteer application in its entirety and is entered into the volunteer component of Raptor using a state driver's license or state ID.
- Enter passport information manually using the full name, date of birth and verify identity with a photo ID.
- Assure that each applicant clears the Raptor System and is interviewed before approval
- Notify volunteers when approved or denied.
- Ensure any applicant who has a criminal background is reviewed and approval by the District Coordinator.
- Arrange orientation and training of volunteers and assign volunteers to teachers.
- Serve as a resource for volunteers.
- Keep accurate records of volunteer services and hours in Raptor System for district & FLDOE.
- Coordinate volunteer recognition at school site.

PRINCIPAL

- Each school principal shall designate and supervise a school Volunteer Coordinator.
- Principals recognize that mentors provide one to one time with students, therefore, principals shall be responsible for assuring that mentors must have successfully passed a Level II Screening.
- Deny privileges to volunteers as necessary.

DISTRICT COMMUNITY ENGAGEMENT SPECIALIST

- Perform verification on questionable background screenings.
- Develop and disseminate volunteer materials.
- Train school volunteer coordinators.
- Create district recognition events.
- Monitor State Statutes and Manatee County School Board Policy.
- Maintain state reporting records for FLDOE ([Florida Department of Education](http://wwwfldoe.org)).



VOLUNTEER CLEARANCE

Individuals who do not meet requirements for volunteers, as established by state law and the School Board of Manatee County will not be accepted or approved to volunteer. Volunteers will not be placed or will be dismissed if they falsify any information when applying to volunteer.

For the safety of all students and staff, there are several requirements that must be met before becoming a volunteer.

A volunteer application should be completed and submitted to the school Volunteer Coordinator.

A **Level 1** criminal background screening is required for volunteer assignments in settings where the volunteer is continuously and directly (within sight or hearing) supervised by a school staff member. Level 1 screenings are conducted at the school site, via Raptor Technologies.

A **Level II** criminal background screening is required for volunteers who work with students in unsupervised settings such as mentor, tutor & overnight chaperone. Level II screenings are conducted by an outside vendor "FieldPrint", paid for by the volunteer.

An individual is NOT eligible to volunteer ...

- ◆ If a person has been found guilty of any felony offense, regardless of adjudication, expungement or entered a plea of nolo contendere or guilty to any offense constituting a felony under Florida law or the jurisdiction in which the offense occurred within the last 10 years.
- ◆ If a person is found guilty of any misdemeanor offense within the past 5 years.

An individual MAY BE CONSIDERED to volunteer ...

- ◆ If convicted or judicial action of any misdemeanor is more than 5 years old and reviewed on a case by case basis.

All decisions are based upon the hiring guidelines of the School District of Manatee County.

FAQs

Q. Do you have to pay for a Level II screening if I had one completed through my employer or another county?

Yes. The School District of Manatee County does not have access to background check information from other employers or additional counties. All Level II screenings through FieldPrint, are linked to a specific identifiable number for the School District of Manatee County. The human resources department will be notified immediately of any discretions by any volunteer.

Q. Denial to Volunteer?

All volunteers are required to disclose criminal offense information on the application. This information will be investigated and based upon the school district guidelines reviewed for approval. Failure to disclose information is grounds for automatic denial to volunteer.

Q. My volunteer privileges are revoked. May I volunteer at a different school?

No. If a volunteer's privileges are revoked, it applies district-wide.



SAFETY

PROTECTING OUR STUDENTS

Florida Statute [39.202](#) mandates that “Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child’s welfare, as defined in this chapter, or that a child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care shall report such knowledge or suspicion to the department in the manner prescribed in subsection (2). A call should be made to the central Florida abuse hotline (1-800-96ABUSE) or 1 800 962-2873 at the Department of Children and Families.

The School Volunteer Coordinator or Principal will help you follow proper procedures and assist you with your concerns.

Student Contact Outside of School

Volunteers are prohibited from contacting students or their families outside of their volunteer assignment or away from school either in person, by telephone, by online communication, or through social media. Contact is prohibited through traditional phone, cell phone, voice mail, texting, Skype, face time, video images, photographs, podcasts, computers, electronic tablets, e-reader, USB drives, notebooks, MP3 players, iPods, or any other electronic communications device. Volunteers are prohibited from interacting with students through any social media accounts including Facebook, Twitter, Instagram, My Space, Flickr, mobile applications, or any other sites used to share information online. This prohibition does not apply to mentors who have contractual arrangements with a sponsoring agency and prior parent/guardian permission to interact with students outside of school.

Tobacco, Alcohol & Illegal Drugs

Tobacco, alcohol and illegal drug use is prohibited anywhere, anytime by anyone on campus during all school sponsored events, whether they occur before, after or during regular school hours.

PROTECTING OUR VOLUNTEERS

Volunteers should always sign into the Raptor system upon entering school grounds. Volunteers are covered under the district’s liability policy with the requirement for volunteers to be signed in.

Volunteers should always be in sight of school staff when working with students. Appropriate physical contact includes handshakes and hands on shoulders.

Volunteers must always work under the supervision of staff. Make sure you are working in an open, visible area and do not allow yourself to be in a situation where your actions might be misconstrued. Volunteers do not have contact with students outside of school hours.



FAQs



How to become a volunteer?

Any person interested in volunteering may do so by contacting the Volunteer Coordinator located at the school of interest or by calling the district's Community Engagement Specialist at (941) 708-8770 x2048. Those interested will be asked to complete a volunteer application located at the end of this informational guide or located on the district website www.manateeschools.net. Once you have reviewed the information and completed the application, please visit the school of your choice and ask to speak to the Volunteer Coordinator. The first stage of the application process includes a Level I background screening at no charge to the volunteer through the school based Raptor System, by scanning a Driver's License or State Issued ID card for the 50 states. Passport information can be entered manually.

What are the qualifications to become a school volunteer?

The qualifications necessary to be a school volunteer include a personal desire to help, a sincere interest in students, an ability to follow school procedures and policies, and a willingness to make a definite time commitment. Any training needed will be provided by the school-based volunteer coordinator and the person the volunteer works with at school. A teaching or education background is not required as volunteers work under the direction of a school's professional staff.

May volunteers bring children with them to their volunteer assignment?

No, bringing other children for whom the volunteer is responsible to the volunteer assignment presents a liability issue for the school. In addition, having other children on campus disrupts the school and/or class procedures, disrupts student and teacher focus, and prevents the volunteer from giving full attention to volunteer work. Volunteers with young children at home can, however, still help the school by making arrangements to do work at home or help with special events. Any questions can be directed to the school Volunteer Coordinator.

When friends and neighbors ask about the volunteer's work and the school, what may the volunteer share with them?

Volunteers can be a big help in representing the volunteer program to the community. Talking about involvement in volunteering in the schools may inspire others to volunteer. However, volunteers may have access to "privileged information" which, naturally, should be treated as such. "Privileged information" is defined as personal records, grades, test scores, and the behavior and attitude of students, and information the student shares with the volunteer. This is important school business and should never be discussed outside of the school. Criticizing school personnel and practices is not appropriate. The volunteer's role in the school is as a professional working with other professionals.

Can a high school or college student volunteer at a middle or elementary school?

Yes, with the approval of the Principal. All student volunteers must sign in/out of the Raptor System and wear a Raptor badge and their student ID at all times. Signing in/out is essential to logging volunteer hours.

May the volunteer choose the specific assignment?

Volunteers are placed in volunteer assignments based on the school needs. Efforts are made at the school to match volunteer interests with the school needs, but that cannot be guaranteed. Volunteers are placed only with teachers who have specifically requested volunteer assistance. A volunteer may submit a request to work with a specific teacher or in a particular role to the school Volunteer Coordinator, but the coordinator and the principal at the individual school make the decisions about volunteer placements.



FAQs

What if a volunteer is unhappy with the assignment?

Volunteers should feel comfortable communicating with the school Volunteer Coordinator about assignments. Every effort is made to place volunteers in situations that match the needs of both the volunteer and the job. There are enough different jobs for everyone to feel comfortable. Teachers also have the opportunity to ask for a different assignment for a volunteer. If the volunteer program at the assigned school does not fit the volunteer interests, volunteers should contact the district Community Engagement Specialist at gambinod@manateeschools.net for assistance in finding a better fit at another school.

What does a volunteer do about student discipline?

Disciplinary action is the legal responsibility of teachers and other school staff. Volunteers should never be put in a position of having to enforce discipline. A volunteer experiencing a problem with student behavior should immediately inform the person supervising the volunteer's work.

What should a volunteer do if unable to be at a school at the assigned time?

When unable to be at the school at the assigned time, the volunteer should contact school personnel to inform them. On the first visit to the school, be sure to ascertain the way in which (e.g., email, phone call) and to whom (e.g., front office staff, volunteer coordinator, teacher) the school wants volunteer absences reported. Your "need to know" informational sheet at the back of this guide will help you gather important information.

Why is it required and important for volunteers to sign-in and out of the Raptor system on the volunteer computer each time volunteering at a school?

There are many reasons this school district requirement is necessary, such as, but not limited to:

- Maintaining school security
- Documenting service for liability purposes and in the event of an emergency
- Required reporting to school district and state
- Verifying volunteer service which can be used as work experience for future employment
- Collecting data that supports grant applications
- Recognizing volunteers for their dedication and service

The school may also be eligible for the Golden School Award presented each year by the Florida Department of Education for outstanding volunteer programs, which is based on the number of volunteer hours at the school and which is required for the school to be awarded the Florida Department of Education, Five Star School designation.

Also, volunteers in traditional public schools are covered by the school district's Workers Compensation insurance policy but only when signed in during the volunteer time to the volunteer computer system as an official, approved volunteer.

School District policy requires volunteers to sign in and out of the *Raptor System* database when on campus.



VOLUNTEER GENERAL INFORMATION



Signing In / Out

It is vital that a volunteer signs in and out of the Raptor System each time they enter school grounds, and is issued with a Raptor Name Badge. It is important you maintain proper identification and wear your **Raptor Name Badge** at all times while on campus. For the safety of everyone on campus, the school staff needs to remain aware of who is on campus at all times. All visitor and volunteer badges must be returned to the front desk when exiting the school campus.

Volunteer Hours

- Please be sure to report ALL volunteer hours into the Raptor System, including volunteer hours at home.
- Keep track of offsite volunteer hours using the “volunteer activity log”.
- Verified volunteer hours can be used as work experience for future employment.
- Volunteer hours for high school students can count towards the graduation volunteer requirement.
- Volunteer hours are reported to the Florida Department of Education (FLDOE) and required for schools to be designated Golden, Silver or Five Star Schools. Schools nominate their volunteers for the annual state Outstanding School Volunteer of the Year Award.

Attendance / Punctuality

Reliability is essential because teachers and school staff plan for volunteer assistance. If you cannot attend your scheduled visit, please call or email the school as soon as possible to notify the teacher or staff of your impending absence. Your point of contact is the School Volunteer Coordinator.

Conduct

Please keep in mind, you are a role model to our students and as such, should be professional at all times. Follow school guidelines for student dress code in the [Student Code of Conduct](#). The use of profanity, drugs or alcohol is never tolerated, selling merchandise, making advances to a student, political or religious conversations are not allowed.

Emergencies

In case of an emergency or when you have concerns for student safety, please report immediately to a teacher or administrator. Your school may have specific guidelines and/or procedures.

Updating Your Information

The school **Volunteer Coordinator** will update your volunteer record to keep it current when your name, address, or phone number changes.



VISITORS ON CAMPUS

Signing In / Out

It is vital that all visitors sign in and out of the Raptor System each time they enter school grounds. It is important to maintain proper identification and wear a **Raptor name badge** at all times while on campus. For the safety of everyone on campus, school staff need to remain aware of who is on campus at all times. When leaving the campus, you must return your Raptor name badge to the front desk.

Substitute Teachers

Substitute teachers are Level II screened and cleared for interaction with our students via the Human Resource department. Substitutes are not provided with a district badge and should log into the Raptor system as a visitor each time they enter the building. A badge will be printed for them by the school site and should be worn at all times and returned at the end of the day when signing out.

Vendors/Contractors

Vendors and Contractors are required to clear a mandatory Level II screening before entering school property to perform contracted services. They are required to check in with the front office staff when on campus for security reasons.

District Employees

District employees are required to undergo a mandatory Level II screening during the hiring process and must wear their district ID at all times. District employees should present their ID to the front office when checking in, at which time they will be logged into the Raptor system for safety and security reasons.

Business Partners

All business partners must check in at the front office and clear a Level I screening through Raptor when visiting the school campus. They must be supervised at all times while on campus.

Students

Student volunteers are welcome to volunteer their time at all schools. Students must sign in to the Raptor system as a volunteer with their First Name, Last Name and DOB. Volunteer hours can be tracked in the Raptor System. Students must wear their student I.D. at all times and be supervised by a school employee. At no time should a student be left unattended on another school campus.



ACADEMIC CALENDAR



School District of Manatee County 2018-2019 Academic Calendar

August 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Aug 6th, Teachers Return/Inservice
 Aug 7-9th, Teacher Work Days
 Aug 10th, District Inservice
 Aug 13th, First Day Students

September 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Sept 3rd, Labor Day - All District Sites Closed
 Sept 12th, Professional Learning Early Release
 Sept 10-11th, Rosh Hashana
 Sept 19th, Yom Kippur

October 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Oct 12th, Elementary Early Release
 Oct 8-12th, FTE Survey 2 Window
 Oct 12th, End of Qtr 1 (4h days)
 Oct 15th, Record Day - No school for students
 Oct 19th, Elementary Early Release

November 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Nov 7th, Professional Learning Early Release
 Nov 12th, Observation of Veterans' Day - All district sites closed
 Nov 19-23rd, Thanksgiving Holiday
 Nov 22nd, Thanksgiving Day - All district sites closed
 *Nov 19-21st, Hurricane make-up days if needed

December 2018						
S	M	T	W	Th	F	S
					1	
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Dec 10-21st, MS/HS Exams (tentative)
 Dec 19-21st, High School Early Release
 Dec 21st, End First Semester (87 days)
 Dec 24-31st, All district sites closed
 Dec 25th, Christmas Day - All district sites closed

January 2019						
S	M	T	W	Th	F	S
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6	7	8	9	10	11	12
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20	21	22	23	24	25	26
27	28	29	30	31		

Jan 1st, New Years Day - All district sites closed
 Jan 2-3rd, All district sites closed
 Jan 4th, Teachers Return/Record Day
 Jan 7th, Students return
 Jan 8th, Students return
 Jan 21st, ML King Birthday - All district sites closed

February 2019						
S	M	T	W	Th	F	S
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17	18	19	20	21	22	23
24	25	26	27	28		

Feb 4-6th, FTE Survey 3 Window
 Feb 6th, Professional Learning Early Release
 Feb 18th, Presidents' Day - All district sites closed

March 2019						
S	M	T	W	Th	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March 8th, Elementary Early Release
 March 14th, End Qtr 3 (4h day)
 March 15th, Record Day - No school for students
 March 22nd, Elementary Early Out
 March 25-29th, Spring Break - Schools closed

April 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April 19th, Good Friday
 April 21st, Easter
 April 19-27th, Passover

May 2019						
S	M	T	W	Th	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 20-30th, MS/HS Exams (tentative)
 May 27th, Memorial Day - All district sites closed
 May 28-30th, Early Release ALL Schools
 May 30th, Last Day Students - End 2nd Semester (93 days)
 May 31st, Record Day/Last Day for Teachers

June 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June 3rd, Summer School begins (tentative)
 Graduations: 5/15-PHS, 5/16-BRHS, 5/17-BHS
 Graduations: 5/18-SEHS (8:30am), LHS (2:00pm)

July 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July 4th, Independence Day
 July 25th, End of Summer School (tentative)



NEED TO KNOW...

- Principal _____
- School Secretary _____
- School Volunteer Coordinator _____
- Assistant Principal(s) _____
- Guidance Counselors _____
- Parent Organization President (PTO, Boosters) _____
- School Advisory Council (SAC) Chair _____
- School Business Partner Coordinator _____

SCHOOL PROCEDURES

- Emergency Drills _____
 - Dress Code _____
 - Opening & Closing Hours _____
 - RAPTOR Sign-in Procedures _____
 - Volunteer Sign-in Computer _____
 - Parking _____
 - Who to contact when you will be absent _____
 - Location of restrooms & lunch procedures _____
 - Telephone number/email address _____
- _____

Your assignment:

Job _____

Supervisor _____



2018-2019 Volunteer Activity Log

Use this form for volunteer hours served during non-school hours.
Please use this form in conjunction with the Attendance Form.
Please make additional copies as necessary.

Name: _____ **School:** _____

Date of activity: _____

Activity Description: _____

Function - Circle one:

Chaperone ♦ SAC ♦ PTO ♦ Classroom ♦ Media Center ♦ Office ♦ Tutor ♦ Athletics ♦ Band ♦ Mentor ♦
Other _____

Affiliation - Circle one:

Parent ♦ Grandparent ♦ Community Member ♦ District Employee ♦ College Student ♦ Business Partner ♦
Other _____

Organization - Circle one:

AmeriCorps ♦ Big Brothers Big Sisters ♦ Booster Club ♦ Boys and Girls Club ♦ Business Partner ♦ Collegiate ♦
High School ♦ Kiwanis ♦ PTO ♦ SAC ♦ Take Stock In Children ♦ United Way ♦ Other _____

Total Hours Served: _____

Name: _____ **School:** _____

Date of activity: _____

Activity Description: _____

Function - Circle one:

Chaperone ♦ SAC ♦ PTO ♦ Classroom ♦ Media Center ♦ Office ♦ Tutor ♦ Athletics ♦ Band ♦ Mentor ♦
Other _____

Affiliation - Circle one:

Parent ♦ Grandparent ♦ Community Member ♦ District Employee ♦ College Student ♦ Business Partner ♦
Other _____

Organization - Circle one:

AmeriCorps ♦ Big Brothers Big Sisters ♦ Booster Club ♦ Boys and Girls Club ♦ Business Partner ♦ Collegiate ♦
High School ♦ Kiwanis ♦ PTO ♦ SAC ♦ Take Stock In Children ♦ United Way ♦ Other _____

Total Hours Served: _____



2018-2019 Volunteer Attendance Form

School: _____

Name: _____

Address: _____

Phone: _____ Cell: _____

Email: _____ DL# _____

*Volunteer time is tracked electronically when you sign in & out at the school,
this form serves as a back-up for your convenience.
In the boxes, write the number of hours worked for the day.*

Prof. Learning Early Out	Record Day No School	Holiday Schools Closed	Early Out	Elementary Early Out	In Service Day No School
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WEEK OF	M	T	W	T	F	WEEK OF	M	T	W	T	F
August 6-10	IS					January 7-11	IS				
August 13-17						January 14-18					
August 20-24						January 21-25	H				
August 27-31						Jan 28—Feb 1					
September 3-7	H					February 4-8			PL		
September 10-14			PL			February 11-15					
September 17-21						February 18-22	H				
September 24-28						Feb 25—Mar 1					
October 1-5						March 4-8					EEO
October 8-12						March 11-15					RD
October 15-19	RD				EEO	March 18-22					EEO
October 22-26						March 25-29	H	H	H	H	H
Oct 29—Nov 2						April 1-5					
November 5-9			PL			April 8-12					
November 12-16	H					April 15-19					H
November 19-23	H	H	H	H	H	April 22-26					
Nov 26-30						April 29—May 3					
December 3-7						May 6-10					
December 10-14						May 13-17					
December 17-21						May 20-24					
December 24-28	H	H	H	H	H	May 27-31	H	EO	EO	EO	RD
Dec 31—Jan 4	H	H	H	H	RD						

Total Hours:



Virtual Volunteer

Q: How do I account for my volunteer hours during non-school hours so the school gets credit such as, athletic events, band events, festivals, PTO or SAC meetings, making phone calls or other projects?

A: Virtual Volunteer

Q: How do I become a Virtual Volunteer?

A: It's easy. You must have a valid email address on file in the Raptor system. Someone at the school (office personnel) will have to enter the information in the system for you. After that, you're on your way.

Q: What do I do next and is it user friendly?

A: Yes it's user friendly. Once your email address has been entered, you will receive an email from Raptor thanking you for volunteering. Don't delete this email as it contains your unique username and password.

Q: What do I do once I receive my username and password?

A: Log in and see how easy it is!

Q: What if I don't have an email address?

A: The school office personnel can still track your volunteer hours through a process called "Late Entry." Just keep track of your non-school volunteer efforts on the Volunteer Attendance Form provided in this packet.

Q: Why is it important to track volunteer hours?

A: Schools can earn awards for the number of volunteer hours and community involvement that takes place in their school. The Florida Department of Education volunteer hours annually to show the impact volunteers have on education. The time given equates to an in-kind dollar value.

v•volunteer

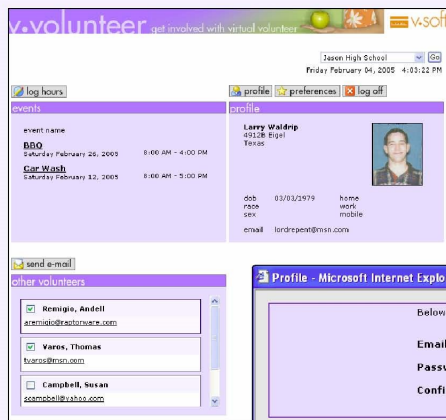
virtual volunteer help sheet



Thank you for volunteering your time. We have a unique program for our volunteers—it's called Virtual Volunteer. It's part of our V•soft security software that helps keep our school safe.

This Help Sheet is designed to aid our volunteers in utilizing this easy-to-use software for volunteering for events, tracking hours and expenses, and communicating with other volunteers at our school.

As one of our volunteers, you can sign in to Virtual Volunteer from any computer with an internet connection. Simply go to: www.v-volunteer.com. Create an account as shown on the sign in page. Follow the instructions, and fill in the information required. Once you have created your account, you can sign in with your e-mail address and the password you created.



The Virtual Volunteer screen will contain the Events list, your profile information and picture, and e-mail information for other volunteers.

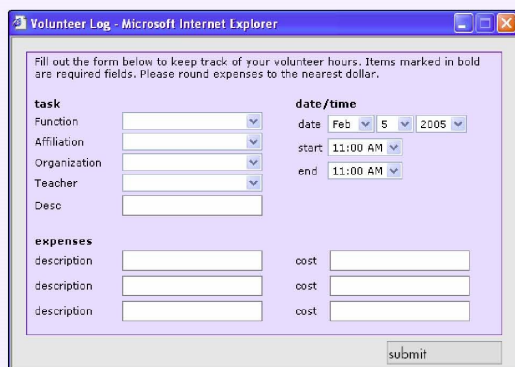
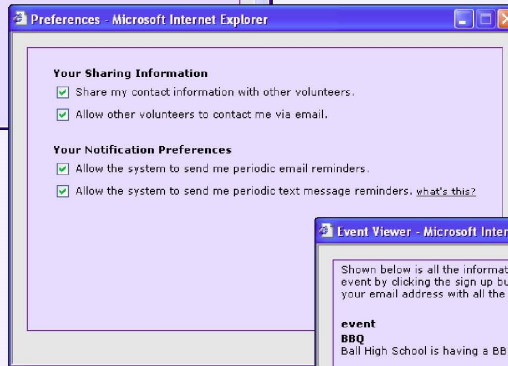


You can communicate with other volunteers by clicking the box next to their name, and clicking the "send e-mail" button, as shown in this enlarged view.

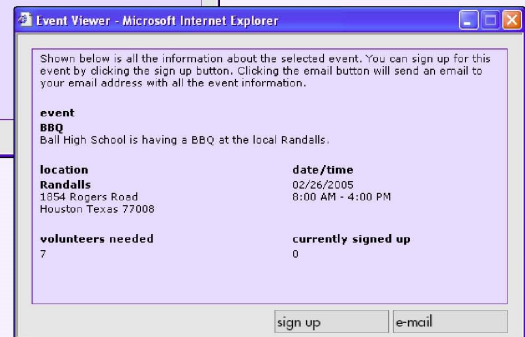
Your profile information can be edited by clicking the "profile" button.



Clicking the "preferences" button will allow you to set your Sharing Information and your Notification Preferences.



Track your hours and your expenses by clicking on the "log hours" button.



You may sign up for one or more of the events listed by clicking on the event name. The Event View will open. Click "sign up" to sign up for the event. Click "e-mail" to receive an e-mail with the event information.



School District of Manatee County

2018-2019 Volunteer Application

District Use Only

Approved

Denied

Personal Information		Title: <input type="checkbox"/> Dr. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr.				
Last Name:		First Name:		Middle Name:		
E-mail Address:						
Home Phone:			Cell Phone:			
Address:		City:		State:	Zip:	
DOB: (mm/dd/yyyy) / /			Driver's License#:			
Field Trip Chaperone: Y / N		Gender: <input type="checkbox"/> M <input type="checkbox"/> F		Any physical limitations: Y / N Indicate		
Overnight Field Trip Chaperone: Y / N						
Hobbies, Interests, Special Skills?		Language Spoken Other Than English:				
		Language Written Other Than English:				
		<input type="checkbox"/> I am a SDMC Employee. Work Location:				
Employer:				Work Phone:		
Employer's Address:		City:		State:	Zip:	
Volunteer Information		School Preference:				
Teacher Preferred:				Preferred Grade Level:		
Type of Work Preferred:						
Do you have a child/children at this school? Y / N If so, provide their name and grade level:						
Relationship: <input type="checkbox"/> Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Step-Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other - List _____						
Student's Name: (First and Last)			Grade:		Teacher:	
Indicate most convenient time: <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly						
Criminal Offense Review:		Have you been convicted of, had adjudication withheld in, pled nolo contendere to, completed a pre-trial intervention program or been found guilty of a criminal offense in a court of law? Felony Y / N Misdemeanor Y / N				
Are you currently serving probation, parole, or community service as part of a court-ordered sentence and/or disposition? Y / N						
If you answered yes to the questions above in the criminal offense review, you must list on the reverse side of this form, date of arrest or charge, location/arresting agency, specific offense and disposition. This information is required for further review.						

2018-2019 Volunteer Application



By signing, I agree to abide by the policies and/or procedures of the School District of Manatee County. I understand that the district / school reserves the right not to place me or to discontinue the use of my services as a volunteer.

Applicant's Signature: _____

Print Name: _____

Date: _____

I have read the Volunteer Information Guide.

In case of an emergency, who may we contact on your behalf:

Name: _____ Phone: _____

Relationship to you: _____

Name of School Personnel Processing Application:

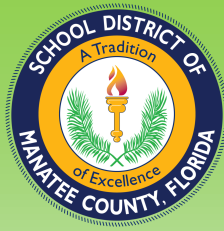
Print Name: _____

School: _____ Work Extension: _____

Attention - Volunteer Coordinator:

Keep signed original application and signature page.

Please provide a copy to the prospective volunteer.



Board Members

Scott Hopes
Chair

John. A. Colón
Vice Chair

Gina Messenger
Dave "Watchdog" Miner
Scott Hopes

Superintendent
Cynthia Saunders

"The best way to find yourself is to lose yourself in the service of others." — **Mahatma Gandhi**

Deborah Perry-Gambino
Community Engagement Specialist
gambinod@manateeschools.net

(941) 708-8770 x2048

215 Manatee Avenue West
Bradenton, FL 34205

Website: www.manateeschools.net



The School Board shall comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board that no administrative staff member or candidate for such a position, volunteer, vendor or member of the public shall, on the basis of race, color, ethnicity, religion, national origin, age, gender, marital status, disability, genetic information, or legally-protected characteristic, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.