



Volunteer Guide

“Empowering Excellence and Success



Dear Volunteer:

Greetings and welcome to Pendergast Elementary School District. We are very pleased that you have decided to spend some of your very valuable time with us.

This handbook contains important information that will ensure your experience as a volunteer will be enriching and rewarding. Please take a few moments to become familiar with its contents.

Pendergast Elementary School District values our volunteers and feels privileged to have so many parents, relatives and community members serve across our district. We are proud to showcase our students, staff and schools, and with your help we will continue to provide a world class education to the communities we serve.

We are happy to have you on our campuses and you have my best wishes for a positive and rewarding experience. Thank you for being part of our Pendergast family.

Sincerely,

A handwritten signature in black ink that reads "Dr. Lily Matos DeBlieux". The signature is written in a cursive style with a large, flowing "L" and "D".

Dr. Lily Matos DeBlieux
Superintendent



FREQUENTLY ASKED QUESTIONS ABOUT VOLUNTEERING IN OUR SCHOOLS

What Are the Goals of the Volunteer Program?

The goal of the District's volunteer program is to assist schools in providing the best possible education for every student. The services of volunteers are utilized across the district to not only support the students and staff at each site, but to strengthen the home and community partnerships we cherish.

Who Can Volunteer?

Everyone who cares about children and education is a potential volunteer. Prior teaching experience is not necessary. Volunteers include community members, college students, parents, grandparents, seniors, and family members (must be over 18 years of age).

PESD School Volunteers:

- Recognize that well-educated children are our greatest natural resource;
- Are dependable;
- Have good health and moral character;
- Are willing to accept supervision and responsibility;
- Understand and appreciate the work of the school staff.

What Kinds of Jobs Do Volunteers Do?

The Pendergast Elementary School District offers a wide variety of volunteer opportunities. Some jobs provide the volunteer with a chance to work with children while many other jobs are available to those who prefer not to work directly with students. Volunteers choose the job that interests them and decide how many hours and days they wish to contribute their time.

- ✓ **Classroom Instructional Volunteer:** For those who enjoy working directly with individual or small groups of students, volunteers are needed to listen to students read, reinforce basic math, or assist students with written assignments.
- ✓ **Classroom Assistance Volunteer:** Classroom volunteers perform tasks such as putting up bulletin boards, correcting papers, preparing materials, photocopying,



and other jobs to provide the teacher with more time for planning and teaching students.

- ✓ **Library or Media Center Volunteer:** Assistance to the media center specialist can be provided by repairing and shelving books, completing clerical tasks or preparing bulletin boards and displays. Volunteers may also choose to work directly with students helping them to locate and use library materials.
- ✓ **Other Assignments:** Volunteers also assist with after school clubs, acting as coaching assistants, and helping with other programming. Volunteers can also help chaperone field trips (*see field trip guidelines*), or even serve as guest speakers.

How Do I Get Started?

Step 1: Complete all the forms in the back of the handbook

Both parent and non-parent volunteers for the Pendergast Elementary School District must complete all forms before beginning work. The information provided is especially important in the event of illness or an accident while on campus. All forms can be found in the back of the handbook or online on our district web page.

Step 2: Volunteer Screenings (for non-parents)

Non-Parent volunteers (which include guardians, step-parents, grand-parents, aunts, uncles, older siblings etc.) must be fingerprinted. In accordance with State Law and District policy, those who do not have a child in the School District or parents who volunteer to chaperone an overnight field trip, must provide a copy of a current fingerprint card or go through a fingerprint clearance/background check with our District before beginning work. Please contact our PESD Human Resources department at 623-772-2300 for an appointment. There is no cost to the volunteer.

Step 3: Volunteer Training

All new volunteers must attend a training orientation. Many schools provide training at the beginning of the school year or provide one-on-one training sessions with the school's volunteer coordinator. Schools may schedule periodic updates or additional training as needed to cover site-specific information regarding procedures, copy room guidelines, introductions to key staff, etc.



VOLUNTEER GUIDELINES

1. **Commitment** - Before you agree to volunteer, please carefully consider the commitment you are making. The work volunteers do is important, and the staff and students quickly become dependent upon volunteer assistance. Avoid committing more volunteer time than you are able to fulfill. It is better to start out with a few hours a week and gradually build up to additional hours or days as your schedule allows.
2. **Dependability** - Please be prompt and consistent. We know there will be times when you will be ill, on vacation, or unable to volunteer for one reason or another. Remember, the teacher and children will be expecting you, so please telephone the school office to let the staff member know in advance if you will be unable to volunteer.
3. **Health** - If you are not feeling well, don't try to keep up your volunteer duties. You'll accomplish more in the long run if you allow yourself time to recuperate.
4. **School rules** – You will want to become familiar with the rules and policies of the school where you will work. It is a good idea to read through the school's handbook. Ask your supervising teacher to explain the use of telephones, eating facilities, fire drills, and emergency procedures. Use reasonable judgment in making decisions when it appears a policy is unclear or lacking. As soon as possible, consult with the supervising teacher for guidance.
5. **Confidentiality.** As you work with the staff and students, confidential information may be shared with you. The problems, abilities, or relationships of students, their parents and the staff should never be discussed with anyone but the classroom teacher.

Like teachers, volunteers are bound by a code of ethics to keep confidential matters within the school. The staff and students need to know they can trust you. It is the teacher's responsibility to discuss a child's progress with parents or administrators.

Occasionally, a child might confide in you about family matters or personal problems. Please report any concerns to the classroom teacher.

6. **Dress and Behavior** - Take your lead from the professional staff and dress appropriately for the job you are doing. It is best to neither be overdressed nor underdressed. Casual clothing is fine, but we ask that your attire be neat and conservative. Your appearance should attract no undue attention. Keep in mind that you are in a position to set an



example for students. Your speech and behavior should serve as good models for them to follow.

7. **Sign-In Procedure** - Each volunteer must sign-in and out in the school office or an alternate area designated by the school for this purpose.

For security reasons, and in case of an emergency, it is important for administrators to know who is on campus and why. In addition, the district must have a record showing the days and hours each volunteer works on campus for the purpose of liability insurance coverage. Lastly, a record of each volunteer's hours enables the school to evaluate its volunteer program and recognize volunteers for their contribution of time.

8. **Wear Your Name Badge** -By wearing a volunteer name badge, you will be immediately recognized as a person whose specific purpose is helping students and teachers. Without name badges, volunteers are sometimes mistaken for visitors or strangers as they move about campus. Your name badge will enable the staff to recognize you as a registered volunteer and an important part of the school's educational team.

9. **Cell Phones** – Please turn your cell phones off or switch to vibrate. Please do not talk on your phone while volunteering.

10. **Non-School Age Children** - Our District mandate is to educate children. If you are a parent volunteer with non-school age children, we ask that you please arrange for a baby-sitter.

Pendergast prides itself on the relationships we build and maintain with our parents and community. Parental and community involvement is the reason Pendergast Elementary School District ranks among the best districts in Arizona. Research shows that children's success in school is directly related to their parents' interest and involvement.

We BEE-lieve in you and so do our children!



Field Trip Guidelines for Volunteers

1. Parent volunteers are welcome to accompany students on field trips, (subject to approval by the school principal). They must complete the volunteer application. While on the field trip, a volunteer badge must be worn at all times.
2. Parent volunteers are welcome to travel with students on field trips, or overnight trips as long as they have completed the volunteer application, have a fingerprint card or be processed for fingerprint clearance (only necessary for overnight chaperones), photo I.D. (any photo I.D. is acceptable), and met with the school principal. Fingerprint processing can take up to six weeks so please plan accordingly.
3. Please be advised that siblings may not attend field trips while you are volunteering with us.
4. Pendergast Elementary School District (PESD) is a tobacco and drug free campus, so please be sure to leave it at home. If you forget, it must remain in the car, but by law it cannot be on school grounds or with you on field trips. Since field trips are a school function there is no smoking, tobacco use, or electronic cigarettes on field trips.
5. Please be sure to use proper language while with the children.
6. It is important to sign in and out at the office in the Volunteer Book.
7. Please turn your cell phone off or put it on vibrate while on a field trip. The phone distracts the students and if you are talking on the phone you may lose track of the students you are assigned to.
8. Depending on the trip, you may need to ride the bus to and from the field trip site. Please note, once there, you must remain at the field trip site and with the group.
9. There are student/chaperone ratios that are required of us by the places we go. Please ensure all students assigned to you stay with you the entire time.
10. To ensure accessibility, teachers try to get enough chaperones so they can move between groups. They will let you know where they will be stationed so that you can quickly locate them.
11. If something should happen on a field trip locate a staff member so they can contact the child's teacher or appropriate personnel.
12. Because field trips are for educational purposes, we discourage students purchasing items from snack or gift shops, and prohibit students from going on rides unless these sites have been pre-approved.
13. When taking students to the restrooms ensure you stay together.
 - Monitor boys and girls as they go in and out.
 - If restrooms are too far apart, take one group and have the other group wait. Then take the other group.
14. Make sure that you look at names on the food bags to make sure each student is getting their lunch. Students should not share food
15. Ask before you take pictures/video of the group, as some students may not be allowed to have their picture/video taken.



Forms

Please complete all forms and return to the front office at the District School of your choice.



PRINT - COMPLETE ALL INFORMATION AND CHECK APPLICABLE BOXES BELOW - SIGN FORM BEFORE SUBMITTING TO SCHOOL OFFICE - You may list N/A if applicable.

- Parent/Guardian Volunteer**
- Community Volunteer - includes step-parents, grandparents, aunts, uncles & older siblings ****
(see Application page 2 for verification requirements)

Circle one Mr. / Mrs. / Ms.	First Name	Last Name	
Street Address		City	Zip Code
E-mail Address		Date of Birth <i>PESD Volunteers must be 18 years or older</i>	
Home Phone	Work Phone	Cell Phone	

School _____

Student Name _____ Grade _____ Teacher _____
(list additional children, and their grades/teachers below)

Student Name _____ Grade _____ Teacher _____

Student Name _____ Grade _____ Teacher _____

Have you ever been convicted of a misdemeanor or felony? No Yes (if yes, please state the nature, date and place of conviction.) _____

Have you ever been convicted of a crime against children? No Yes (if yes, please state the nature, date and place of conviction.) _____

CONTACT OF VOLUNTEER TO CALL (IN CASE OF EMERGENCY)

Contact's Name: _____ Phone: _____

Physician: _____ Phone: _____

Illness or health condition: (Optional) _____

Known allergies: (Optional): _____

I give my permission to have emergency care administered.

Signature _____

SIGNATURES ALSO REQUIRED ON REVERSE SIDE. DO NOT SUBMIT UNTIL SIGNED

(Office Use Only)

Date Paperwork Received _____ Date Fingerprint Card Received _____ Date Training Received _____



PLEASE SIGN BOTH ITEMS

***Thank you for your interest and involvement with children in our schools.
Please return the completed application form to the school office or
school volunteer coordinator.***

I certify that all data and information submitted in this application is truthful and accurate and that no information has been omitted. I have read the Pendergast Elementary School District's Volunteer Handbook and attended training. I agree to abide by all district rules and policies. I agree to receiving e-mail from the school and their representatives in regards to volunteer opportunities.

*In accordance with (A.R.S.) § 15-512, all non-custodial volunteers (including step-parents,) must bring their driver's license or other government photo I.D. to our Human Resources Department located at our District Office so that we can conduct a background check. Please call Human Resources for an appointment to be processed and bring this form with you. When this process is complete, you will be contacted by Human Resources. If you already have a valid fingerprint card, please make a copy and attach to this form.

*District Office hours are 8:00AM-4:30PM Monday-Friday
(Please call 623-772-2230 to schedule an appointment)*

Signature _____ Date _____

Print Name _____

***Pendergast Elementary School District # 92
Volunteer Liability & Health Insurance***

I understand that all employees and approved volunteers of the District are covered by a blanket liability insurance policy. This policy would cover any charges that might be brought against me and/or the school district, relative to the service I am performing. The coverage is ten million dollars.

I understand should I be injured while volunteering, my own accident or health insurance will be necessary.

Signature _____ Date _____

Print Name _____

The information you provide is strictly confidential.

FORMS ARE KEPT ON FILE AT THE SCHOOL FOR THE CURRENT YEAR.



A NEW APPLICATION/EMERGENCY FORM AND LIABILITY FORM ARE REQUIRED FOR EVERY VOLUNTEER FOR EACH NEW SCHOOL YEAR.

VOLUNTEER ABILITY AND INTEREST SURVEY

Thank you for your interest and involvement with children in our schools. Please return the completed ability and interest form with your volunteer application to your school of choice.

Volunteer Name: _____

Please indicate approximately how many hours a week you would like to volunteer: _____

Please indicate when you are available to volunteer:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	_____	_____	_____	_____	_____
Afternoon	_____	_____	_____	_____	_____

Which volunteer areas are you interested in?

- Classroom Instructional Volunteer:** For those who enjoy working directly with individual or small groups of students, volunteers are needed to listen to students read, reinforce basic math, or assist students with written assignments.

- Classroom Assistance Volunteer:** Classroom volunteers perform tasks such as putting up bulletin boards, correcting papers, preparing materials, photocopying, and other jobs to provide the teacher with more time for planning and teaching students.

- Library or Media Center Volunteer:** Assistance to the media center specialist can be provided by repairing and shelving books, completing clerical tasks or preparing bulletin boards and displays. Volunteers may also choose to work directly with students helping them to locate and use library materials.

- Other Assignments:** Volunteers also assist with after school clubs, act as coaching assistants, and help with other programming. Volunteers can also chaperone field trips, or even serve as guest speakers. *(If you are volunteering for an overnight field trip, please remember it can take up to six weeks to get fingerprint clearance.)*

Please express your interests here: _____

Please list any languages you speak other than English: _____

Please list any special skills, interests, hobbies, education, or work experience that you feel may be useful in your role as a volunteer: _____

