



Our Network for Education

Teachers, Staff & Parent Leaders

Guidebook for Working with Volunteers

****A special thank you to Howard-Suamico School District for sharing information and allowing us to reproduce it in this guidebook.*



Success in life has nothing to do with what you gain in life or accomplish for yourself. It's what you do for others.

--Danny Thomas

As parent leaders and educators, you know that the strength and future of our community is reliant upon our youth. Our District is very fortunate to have parents and community members who voluntarily give up their time for our students. They are an important partner in one of the most important jobs there is, educating our youth.

It's because of this partnership we've created O.N.E., Our Network for Education. The O.N.E. Program is part of the District Mission to involve families and other community members as partners in the learning process. Each school's volunteer program reflects the unique needs of their students and the district-wide program provides an umbrella of support and assistance to each school.

To assist in this partnership, we've created this guidebook offering specific information to make the volunteer experience a rewarding one.

Please note that all forms and information can be found on the District web site's O.N.E. page. If you have further questions or need additional information, please contact me at rhagedor@wausau.k12.wi.us or 261.0584.

Thank you! Our Network for Education will make a positive difference in our children's future!

Roxane Hagedorn
Volunteer & Community Involvement Coordinator

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Benefits of Volunteers in Schools

The Wausau School District recognizes the important contributions of volunteers. There are endless benefits of having volunteers from the community involved in our schools.

- ❖ **For students**...benefits may include increased individual attention, learning a new skill or enriching an existing one, an accepting environment for learning reinforcement, a chance to succeed and build self-esteem, having a caring adult role model, developing an understanding of volunteerism and what it is to give of one's talents and time.
- ❖ **For volunteers**...benefits may include personal satisfaction from helping children and giving back to the community, the opportunity to learn new skills or polish existing ones, an opportunity to share your passions and expertise, a greater level of health and quality of life and an increased knowledge and sense of connection to the Wausau School District.
- ❖ **For our schools**...benefits may include the fostering of a positive public image within the community, an opportunity for assistance in meeting the vision and goals for student achievement, increased service and support for our students and assistance with roles and responsibilities that stretch our teachers' time and skills.
- ❖ **For our community**...benefits may include a healthier, stronger community with positive youth that understand the importance of volunteerism, a more civically engaged community, greater participation and confidence in the educational system, better prepared employees and community members for the future and a sense of belonging to the Wausau School District.

Volunteers are not paid, not because they are worthless, but because they are priceless.

--Anonymous



How the O.N.E. Program Works

Our Network for Education is designed to support, assist and effectively fill the volunteer needs for each school's academic and co-curricular programs. The primary role of the grant-funded, part-time Volunteer and Community Involvement Coordinator (VCIC) is to serve as a bridge, matching those needs with resources.

Each school's volunteer program reflects the unique needs of that school's students. That is why schools will continue to be the first source for volunteer recruitment, especially parent volunteers. The district-wide O.N.E. program will provide an umbrella of support and assistance to each school.

The VCIC will provide a framework and tools to assist schools in recruiting, coordinating, training and supervising volunteers. As schools continue to recruit parent volunteers, the VCIC will serve as a liaison to the community and encourage community members to become an active part of our school communities.

Orientation of Volunteers

Staff members who will be working the closest with the volunteer are asked to provide a brief orientation to building, classroom and basic procedures. Examples include:

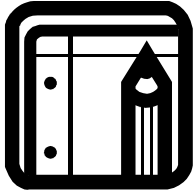
- ✓ Location of supplies, copy room, mailboxes, restrooms, places to store coats/purses, etc.
- ✓ Introduction to other teachers of the team, department or building.
- ✓ Introduction to other students in the classroom (so they know who is in their classroom and why).
- ✓ Instructions regarding food, hall passes, etc.
- ✓ Daily and weekly schedules.
- ✓ Work available for volunteers to complete.

**Note that all volunteers are required to review the Volunteer Handbook found on the District website.



Never doubt that a small group of committed people can change the world. Indeed, it is the only thing that ever has.

--Margaret Mead



How To's... Processes & Guidelines for Volunteers in Schools

Volunteer Requirements...

Four levels of volunteer activity have been established for volunteers depending on the type of volunteer assignment. The requirements are meant to ensure the safety and security of our staff. The requirements are based on factors such as whether the volunteer will have one-on-one contact with students, if it is a one-time activity or ongoing service and the expertise required for the opportunity.

Level of Volunteer Activity	Description of Volunteer Type	Requirements
Level I Volunteer	A volunteer assisting with a one time event that does not have one-on-one contact with a student such as a guest speaker, Book Fair helper, event ticket taker, etc.	<ul style="list-style-type: none"> Completed volunteer profile on file
Level II Volunteer	A volunteer involved with ongoing activities , field trips, tutoring with teacher supervision, etc.	<ul style="list-style-type: none"> Completed volunteer profile on file Completed criminal background check
Level III Volunteer	A volunteer involved with an ongoing activity with one on one contact with students, such as a mentor or tutor with limited or no teacher supervision, etc.	<ul style="list-style-type: none"> Completed volunteer profile on file Completed criminal background check Interview with building administrator or approval and clearance from collaborative agency
Level IV Volunteer	A long term capacity volunteer serving as a representative of the Wausau School District, such as a non-paid, volunteer coordinator	<ul style="list-style-type: none"> Completed volunteer profile on file Completed criminal background check Interview with building administrator Reference check (at least 2)

The Volunteer and Community Involvement Coordinator can answer questions and assist with these processes. If your school has a Parent Partnership Coordinator, they can be of assistance also. A criminal background check form can be downloaded from the District' O.N.E. web page at <http://www.wausau.k12.wi.us/departments/volnet/index.htm>. **Once the required steps are complete and approved, the volunteer can be assigned.**

Steps to take to have an individual become a volunteer...

- ✓ Staff can review and search for volunteers in the Volunteer Impact software (an administrator log in is needed, contact Roxane Hagedorn at LAC to get one). Staff can also complete a Volunteer Request Form (found on the O.N.E. web page or page 9 of this handbook) and submit it to Roxane Hagedorn or their school's Parent Partnership Coordinator (if the school has one).
- ✓ If the potential volunteer is not currently in the Volunteer Impact database, they will need to complete an on-line (preferred) or paper volunteer profile. If the volunteer completes a paper profile, please forward it to Roxane Hagedorn and it will be entered into the system. Paper profiles are available online or at each school's office.
- ✓ What Volunteer Level is the volunteer interested in serving?

Level I – Volunteers need to complete a volunteer profile and review the Volunteer Handbook (all can be done online). Once completed the volunteer can participate in Level I volunteer opportunities.

Level II – Volunteers need to complete a volunteer profile and review the Volunteer Handbook. The volunteer is provided with a criminal background check form to complete. **This can take up to 4 weeks, please plan ahead.** The qualification will be marked complete in their online profile by Human Resources. After all information is received and approved the volunteer can participate in Level I or Level II activities.

Level III – **In addition to completing all Level II requirements**, potential volunteers will need to meet with the principal of the building they wish to volunteer. If the volunteer is from a collaborative agency, that agency will give clearance to the District Volunteer and Community Involvement Coordinator.

Level IV – Volunteers must meet all Level III requirements and provide two references that will be checked by the District Volunteer and Community Involvement Coordinator.

- ✓ Once the volunteer completes the specified level requirements, the volunteer will be notified and assigned to a desired volunteer opportunity.
- ✓ The volunteer reviews a copy of the Volunteer Handbook (copies are in each school office or can be viewed online). The volunteer also receives any training necessary for the opportunity at the site.
- ✓ The volunteer can track their hours online if they wish.

The highest reward for a person's work is not what they get for it, but what they become because of it. --John Ruskin

District Policy Regarding Volunteers

COMMUNITY RELATIONS

PARTICIPATION BY THE PUBLIC

1330

Volunteers in the Schools

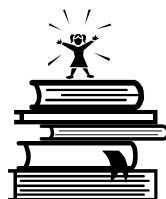
The Wausau School District values community involvement as a key component that supports the District's vision and mission statements. To that end, the development of volunteer relationships is recommended and encouraged. The Superintendent of Schools or designee shall maintain procedures that ensure the most effective use of volunteers, while providing those individuals or groups with positive and rewarding experiences. These procedures include solicitation and selection of volunteers, volunteer training, monitoring volunteer service, and providing appropriate ongoing recognition.

The District shall maintain a process for conducting criminal background checks of volunteers, and the results of background checks may disqualify individuals from serving as District volunteers. Parent volunteers of students enrolled in the District shall be subject to the same criminal background requirements as community volunteers; however, parents deemed not qualified to serve as District volunteers will not be prevented from participating in their own child(ren)'s education. A member of Human Resources and/or a school building administrator shall meet with those identified individuals to discuss the scope of their participation in school and/or District programs and events.

The District supports collaboration with community organizations. To ensure the safety of students during collaborative programs involving non-District staff and/or volunteers, community agencies will perform criminal background checks of their volunteers serving in District schools. A Memorandum of Agreement will be signed annually by both parties to maintain consistent practice.

School volunteers shall abide by all applicable laws, District policies, and administrative procedures when volunteering their service to the District, including maintaining confidentiality regarding identifiable information of students or staff seen or heard while working as a volunteer. Volunteers will be asked to sign a form acknowledging their understanding of all applicable rules, regulations, policies, and expectations and their commitment to adhere to the same.

ONE volunteer...ONE hour...ONE day... can make the difference in the life of a child.



****A fillable .pdf form is available on the District website's O.N.E. page.**



Return to:
Roxane Hagedorn
Volunteer & Community Involvement Coordinator
Longfellow Administration Center

**Wausau School District
Request for Volunteer Services**

Teacher/Staff Member _____ **Date** _____
School _____ **Room#** _____
Grade/Subject _____ **Contact#** _____

Only one volunteer opportunity per page please. Thank you!

Please check the category you need assistance and provide a description of what the volunteer will be doing. Attach additional information if needed.

- Student Academic Assistance** (provides academic assistance to teacher recommended students in core academic areas. Ex. Tutoring, reading assistance, etc.) _____

- Teacher/Office/Program Assistance** (provides support for school staff. Ex. Bulletin boards, cutting, collating, mailings, etc.) _____

- Special Event or Fieldtrip** (usually one-time events during the school day or after-school hours. Ex. Class trips, fundraising activities, school dance, etc.) _____

- Learning Enrichment** (provides hands-on opportunities to enhance learning in a variety of subject areas. Ex. After-school programs, Book Bowl, GT programming, etc.) _____

- Parent Organization Programs** (any opportunity involving the school's parent/teacher organization. Ex. Book fair, popcorn popping, fundraising activities, etc.) _____

- Career/Business Education** (shares career and business information with students. Ex. Guest speaker, career education or shadowing, etc.) _____

- Athletics** (teaches/coaches different athletic activities, usually after school. Ex. Soccer, flag football, etc.) _____

How many volunteers do you need? _____ **Days/Frequency** _____
Time(s) needed _____
Any special skills or qualifications requested? _____

Sample

How Your Volunteer Opportunity Will Look Online

Library Helper - Franklin Elementary School - Wausau - Wisconsin - myVolunteerPage.com

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Our Network for Education



[Franklin Elementary School - View Activity](#)

Library Helper

Category: Teacher/Office/Program Assistance

Description: The perfect opportunity for a book worm! Assist in library by shelving books. May be required to check out students' books. Flexible schedule (between hours of 8:30 .m. and 3:30 p.m.) but when a schedule is developed, please let librarians know so that coverage is continuous. Please allow one to two hours of time for each time you volunteer.

Ability to alphabetize, use decimal numbers, ability to easily bend, lift, push carts of books is required.

Schedule Summary: This activity has a flexible schedule and occurs between Tuesday, September 01, 2009 and Thursday, June 03, 2010

Qualifications required: Have you reviewed the Volunteer Guidebook? - Completed

[Send this to a friend](#)

[Back to activity list](#)

[I would like to volunteer for this organization](#)

Please include all necessary information on the Volunteer Request Form to make this listing complete AND informative!

****Note: The Volunteer Coordinator will handle the "Qualifications Required" field. This field relates to requirements under the District Volunteer Policy. If there are specific qualifications for the job (ex. lifting, standing long periods, etc.), please include them on the Volunteer Request Form. Thank you.**