Dear Team Member ,

Thank you for choosing to volunteer in the Washington Elementary School District. We know you had choices as to where you wanted to volunteer, and we appreciate you choosing to support our students.

, Q W R G D \ ¶ V H Q Y L U R Q P H Q W L W W D N H V Y R U R Q P H Q W L W W D N H V Y R make our schools and Districts function. It really does take a village to raise a child.

The mission of our District is focused on student achievement and preparing all students to become responsible, successful contributors to our diverse society. We cannot accomplish this mission without you sharing your treasure of talents, experiences and abilities.

Thank you again for serving the children of the Washington Elementary School District. If we can be of service or you wish to share a success story or an area we can improve, please let us know. And, if you have not thought about where you might give a tax credit, the school at which you volunteer sure could use your help.

Again, thank you for your service to our students.

Sincerely,

Dr. Paul Stanton
Superintendent

Volunteer Services

WESD volunteers represent many facets of our community, including:

- parents/legal guardians of a student
- relatives of a student
- community members
- business partners

There are a variety of ways volunteers support student achievement in the Washington Elementary School District. For example, volunteers work directly with students in classrooms, assist teachers, assist with clerical responsibilities, assist in school libraries, and share their unique talents and skills with students.

Volunteers work under the supervision of District principals, teachers and staff. We hope you will share your areas of interest with the principal or appropriate volunteer coordinator, so you can have a rewarding experience as you help support the education of all students.

All persons who volunteer in the WESD must be registered as volunteers and sign in and sign out each time they volunteer at a site. By registering and keeping track of your hours, you are giving us the opportunity to keep you apprised of District and volunteer information, give you proper thanks during school and District events and keep you aware of pertinent issues, policies and guidelines.

In the following pages, you will find more information about the responsibilities of volunteers, procedures for registering as a volunteer, and volunteer guidelines.

The Four Most Important Volunteer Qualities

Professionalism ± Although the job is voluntary, the commitment is professional04 Tf 1 0 0 1 324

from your income tax. Please consult with your tax advisor.

Definitions and Process

Visitors

Not every visitor to a school is a volunteer. A visitor is an individual who attends a school on sporad

by any employee who supervises a volunteer. The form must be completed for each volunteer the employee may supervise.

5. Ensure grandparent volunteer signs in and out upon each visit.
6. Ensure grandparent volunteer receives and returns a volunteer badge upon each visit.
7. Maintain ongoing records on volunteer hours to be forwarded to Communication Services on an annual basis.

High school student volunteer

Definition: Individuals who wish to volunteer must be at a minimum of eighteen years of age unless the individual participates in a bona fide high school program that encourages volunteering at a particular school. A high school student participating in a bona fide high school program that promotes volunteering at a particular school must adhere to the section titled High School Student Volunteer Responsibilities.

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1. 5HYLHZ WKH 'LVWULFW¶V 9ROXQWHHU Handbook.

All other volunteers:

Relative(s) of a student, business partners, community members, etc.

Definition: An individual who is not the parent, legal guardian, or grandparent of a student at his or her school or who is not participating in a high school program as indicated above must adhere to the procedures outlined in this section prior to volunteering at a school.

Examples of all other volunteers may include: relative of a student such an aunt or uncle, business partners, community members, a parent who volunteers at a school that his or her student does not attend, etc.

any employee who supervises a

3.

WESD VOLUNTEER REFERENCE CHECK FORM

Person checking references_____Date _____

Name of Volunteer _____Contacted Employer _____

Name of Reference and Title_____Phone number _____

How do you know applicant (personally or professionally)? _____

How long have you known applicant? _____

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DesFULEH DSSOLFDQW¶V SULPDU\ MRE GXWLHV BBBBBBBBBBBB

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Taking into consideration that the applicant might be working around children, is there anything in your experience or knowledge of this applicant that we should take into consideration before allowing this individual to volunteer?

_____

_____

Other Comments_____

_____

ATTACH ADDITIONAL SHEETS AS NECESSARY

Return completed form to the school office manager or program supervisor.
FORM 4