

VOLUNTEER

HANDBOOK

St. John's Lutheran School

520 Bridge Street

Mayville, Wisconsin 53050

920-387-4310

Revised August 2015

Approved by BMC

Thank you so much for your willingness to share your time and talents with our students! One of the greatest gifts a person can give is his time. Your time and your Christian caring and concern combine to impact our students and our school in significant ways. On behalf of our students, their parents, and our staff, we thank you for your willingness to share your time and talents with us!

This handbook is designed to help you help our students and teachers. Please take time to read through it and then ask any questions you might have. Thank you for taking and making the time to be a part of St. John's Lutheran School.

BENEFITS OF VOLUNTEERING AT ST. JOHN'S LUTHERAN SCHOOL

TO STUDENTS:

- Increased achievement
- Increased self-confidence
- Motivation to learn
- Association with positive role models
- Insight into real world expectations

TO THE VOLUNTEER:

- Satisfaction in helping prepare future leaders
- Opportunity to try out new skills
- Be a part of children's lives
- Feel welcome and needed

TO THE SCHOOL:

- More parental/congregation involvement
- Improved student achievement
- More efficient and effective operation

POSSIBLE VOLUNTEER OPPORTUNITIES

- ❖ Reading to/listening to students read
- ❖ Workroom Assistant (copies, die cuts, cutting out materials, etc.)
- ❖ Athletic coaches and assistants
- ❖ Field Trip Chaperone/Driver
- ❖ Library Assistant
- ❖ Study Hall Supervisor
- ❖ Hot Lunch Assistance
- ❖ Landscape Services
- ❖ Snacks for Teachers/Students/Guests
- ❖ School Supply Donations
- ❖ Art Supply Donations
- ❖ BMC Member
- ❖ FOCUS Committee
- ❖ Room Mother/Father
- ❖ Help Students with Projects
- ❖ Tutor Individual Students
- ❖ Monthly Classroom Cleaner
- ❖ Computer Room Monitor
- ❖ Market Day Volunteer
- ❖ Booster Club Help
- ❖ Help Prepare Art Projects
- ❖ Assist in Art Room
- ❖ Bulletin Boards/taking down, putting up displays

- ❖ Grant Writing
- ❖ Audubon Parade and Float
- ❖ Scoreboard/Scorebook Assistance

EXPECTATIONS FROM THE VOLUNTEER PARTNERSHIP

Some expectations are the same for both teacher and volunteer. Both have the same goal in common: providing the best educational experiences for every child.

Shared Expectations:

- A genuine love of children
- Honest and open communication
- Patience
- Cooperative attitude
- Enthusiasm
- Shows respect and courtesy

What volunteers can expect from teachers and staff:

- Sensitivity to volunteer's time and needs
- Students who are prepared for volunteer
- Acceptance of leadership role
- Relevant information regarding students
- An open mind to volunteer's ideas
- To be kept informed of schedule changes
- Explanation of policies and procedures of the school
- Feedback on progress of students
- Clear directions and essential materials
- Appreciation of volunteer's efforts
- To be regarded in a professional manner

What teachers and staff expect from a volunteer:

- A friendly, pleasant, positive attitude
- Professional attitude and behavior
- Promptness
- Recognition that the teacher is the authority
- Willingness to work with all students
- Creativity and flexibility
- Dependability
- Discretion and trustworthiness with confidential matters
- Sensitivity to needs of children
- To serve as a positive role model
- To provide motivation for students
- To follow instructions and ask questions when necessary
- Dedication to helping students and teachers

GUIDELINES FOR VOLUNTEERS

All volunteers should:

- Attend a training session to become familiar with emergency procedures of the school.
- Complete volunteer application and background check forms.
- Sign in at the office using volunteer sign-in sheet.
- Call the school and leave a message for the teacher is unable to attend volunteer assignment.
- Meet with the teacher or school personnel with whom you will volunteer to work out the specific job duties.
- Support teachers and other personnel as volunteers act only as assistants.
- Keep communication open between you and the teacher.
- Share matters of concern or constructive criticism with the Principal.
- Ask questions!
- Turn the situation over to the teacher should behavior problems develop with a student.
- Avoid expressing dissatisfaction with school or staff in the presence of students.
- Be patient! Student academic improvement may take time.
- Keep confidential any information about students.
- Unless directly supervised by school personnel, a volunteer must be 18 years of age before the first day of school.

VOLUNTEER SERVICE HOURS

St. John's student families are required to complete 10 general volunteer hours each school year. If your child participates in athletics, an additional 10 athletic volunteer hours per child are required with a maximum of 20 hours per family. Volunteers will be asked to sign in and out at time of service. Volunteer hours can be counted for:

Committee Meetings (Event/Recognition planning, BMC, PTL, Booster Club)

Assisting teachers in the classroom

Chaperoning

Career/Field Day (Must be helping, not just observing with student)

Fundraising Activities

Health (hearing and vision screenings)

Library/Computer Assistance

Lunchroom Help

Tutoring

Room Parent

Preparing Food for School/Teacher Events

Sporting Events

Volunteer hours cannot be counted for working with your own student; attending classroom parties, unless you are coordinating the activities; attending/observing sporting events.

VOLUNTEERS

Valuable is the work you do.

Outstanding is how you always come through.

Loyal, sincere, and full of good cheer.

Untiring in your efforts throughout the year.

Notable are the contributions you make.

Trustworthy in every project you take.

Eager to reach your every goal.

Effective in the way you fulfill your role.

Ready with a smile like a shining star,

Special and wonderful – that's what you are.

Author Unknown