



# Volunteer Opportunities Guide

Updated April, 2018

**Thank you** for your interest in volunteering at the Crocker/Riverside Elementary School! There are many opportunities for you to help, ranging from leadership positions to simply helping out when you can.

This guide is intended to help you understand all the various opportunities we have for you as well as how you can sign up to help.

Requirements to volunteer vary. Some volunteer opportunities require you to go through a background check, some require fingerprint and tuberculosis clearance, and some require no special clearance at all.

Regardless of your background and interests, there is an opportunity for **you** to help enrich the lives of our children at Crocker/Riverside. Read on to learn more, and always visit [www.crockerriverside.org](http://www.crockerriverside.org) for the latest information.

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## The Benefits of Volunteering

As you already know, Crocker/Riverside Elementary has an amazing and dedicated staff of teachers and administrators. But one of the things that makes Crocker/Riverside so special is the amazing group of parent and family volunteers that contribute to the lifeblood of the school.

With your help, Crocker/Riverside is able to supplement its core function of teaching with amazing opportunities throughout the year to enrich the learning and lives of our children. This includes not only our larger events such as the Fall Carnival, but ongoing opportunities such as the Art, Garden, and Science Docent programs.

As a volunteer, not only will you be adding to the learning opportunities of your children, you will become more actively involved in the day-to-day activities at the school and find that you are more committed and attached to your school.

Consider just some of these benefits you will gain from volunteering:

- The opportunity to directly help our children expand their learning through hands-on activities
- Being part of helping parents connect with their children
- Meeting other parents and making connections
- Leadership experience
- An increased knowledge of what happens at your children's' school

At Crocker/Riverside, **you** make extraordinary opportunities possible!

## **The Family School Partnership Act: It's Your Right to Volunteer!**

Did you know there is a law in California that allows parents, grandparents, and guardians to take time off work to help at their child's school? It's called the Family-School Partnership Act, and it allows you to take up to 40 hours each year (up to eight hours in any calendar month) to volunteer at your child's school. The only condition is that your employer has at least 25 employees at your location.

To learn more, visit <http://www.cta.org/Parents-and-Community/Family-Involvement/school/Family-School-Partnership-Act.aspx>

## Becoming a Crocker/Riverside Volunteer

There are three levels of clearance related to volunteer opportunities:

1. No clearance required
2. Level II clearance: for volunteers under the direct supervision of SCUSD certificated staff
3. Level III clearance: for volunteers not under the direct supervision of SCUSD certificate staff, or for when this level is required

For **Level II** clearance, you must have (1) a current and completed volunteer registration form signed by the principal (provided in the volunteer packet sent at the beginning of the year, or from the office), (2) a copy of a recent tuberculosis (TB) test indicating a negative result, and (3) a completed and cleared Volunteer Sex Offender Check Authorization Form.

For **Level III** clearance, you must have (1) a current and completed volunteer registration form signed by the principal (provided in the volunteer packet sent at the beginning of the year, or from the office), (2) a copy of a recent tuberculosis (TB) test indicating a negative result, and (3) a completed and cleared Volunteer Fingerprinting and Criminal Background Check Form.

More information and forms can be found at [www.scusd.edu/volunteer](http://www.scusd.edu/volunteer)

Opportunities exist year-round, and you will be given notice and reminders ahead of time through mailers sent home with your children and “robo-calls” from the principal.

For the vast majority of these opportunities, no previous experience is needed!

*To see whether you have been cleared, please check the blue binder in the School Office.*

## Starting Out: Lower-Commitment Opportunities



**Program:** Book Fair volunteer

**When:** Fall and Spring

**Commitment:** 30 minutes to 2+ hours

**Description:** Work cash registers, shelf-stack, monitor backpacks, find books

**Volunteers Needed:** Approximately 120 sign-up times

**Clearance Required:** Level III

**Contact:** Book Fair Event Chair



**Program:** Classroom volunteer

**When:** Opportunities all year

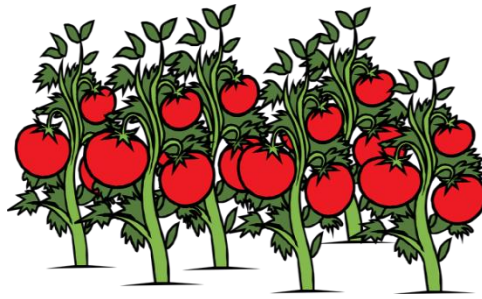
**Commitment:** Your choice

**Description:** Each teacher has a variety of opportunities throughout the year to help in class, from bringing food for a celebration to helping with an event

**Volunteers Needed:** Depends on activity, but several per classroom

**Clearance Required:** Level II clearance

**Contact:** Your room parent or your child's teacher



**Program:** Docent: Art, Garden, or Science

**When:** Throughout the year

**Commitment:** Varies depending on your commitment

**Description:** Various options, including helping to provide lessons and coordinating with teachers. You will get the opportunity to directly help the children expand their learning through a variety of hands-on activities.

**Volunteers Needed:** 2-4 per class

**Clearance Required:** Level III clearance

**Contact:** Docent Chair or your child's teacher



**Program:** Drop-and-go volunteer

**When:** All school year

**Commitment:** 30 minutes; can do once, once a week, or once a month

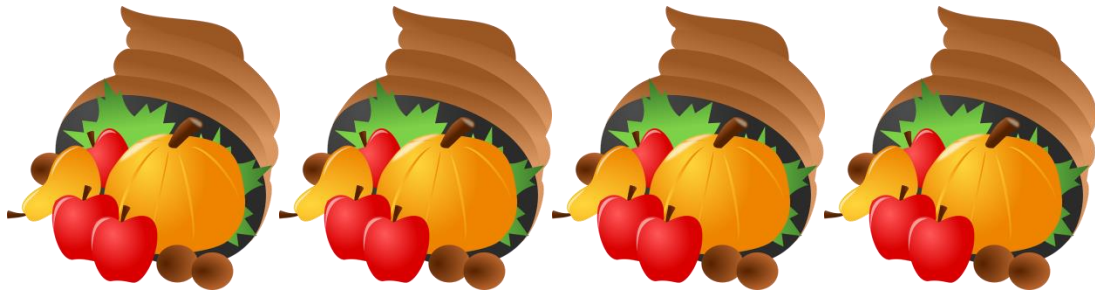
**Description:** Wave cars forward, open and close doors, help set up and take down

**Volunteers Needed:** Varies; at least a couple each day

**Clearance Required:** None

**Contact:** Watch for communication from the school principal





**Program:** Fall Carnival Booth Staff

**When:** mid-October

**Commitment:** Anywhere from 1-8 hours (your choice)

**Description:** Several options, including: Solicit and organize vendors; plan, buy & organize prizes; set up for event; work day of event; manage volunteers

**Volunteers Needed:** Approximately 50 (plus students)

**Clearance Required:** None

**Contact:** Fall Carnival Event Chair



**Program:** Field trip chauffeur

**When:** Throughout the school year, but mostly in the spring

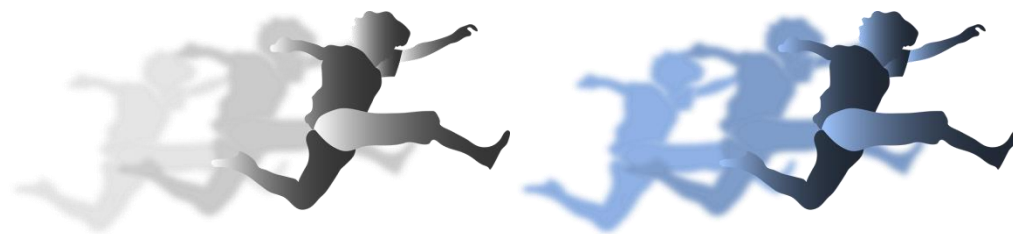
**Commitment:** Varies, but typically 2-4 hours per trip

**Description:** Drive a small group of students to the field trip destination and back

**Volunteers Needed:** Varies, typically 8-10 per trip

**Clearance Required:** Level III clearance

**Contact:** Look for communication from your child's room parent or teacher



**Program:** Jog-a-thon

**When:** November

**Commitment:** Volunteers are needed to plan for approximately 3-5 total hours prior to the event. Day-of volunteers are needed for set-up and break down for 1 hour, and also a shift for each grade level for approximately 40 minutes.

**Description:** Duties include pinning bibs to shirts, organizing student packets, delivering materials to classrooms, volunteer management, sponsor outreach, etc. Day of duties include lap counters, course set-up, food management, medal distribution, etc.

**Volunteers Needed:** 5-10 for planning, ~70 for day of event

**Clearance Required:** None

**Contact:** Look for communication from the jog-a-thon chair



**Program:** Teacher Appreciation Day

**When:** One in winter, one in spring along with week of mini-celebrations

**Commitment:** 15-60 minutes

**Description:** Create posters; help obtain donated items for lunches or snacks/treats

**Volunteers Needed:** Room parent + anyone who can help with small donations

**Clearance Required:** None

**Contact:** PTO member



**Program:** Walk/Bike-to-School

**When:** October (walk) and May (bike)

**Commitment:** 1-2 hours per event

**Description:** Varies; coordinate with school administrators, help make posters, set up tables, help kids write their names, hand out stickers, tally up participants per class

**Volunteers Needed:** 5 - 10

**Clearance Required:** None

**Contact:** Watch for communication from event chairs

### **Other Opportunities**

Look for updates regarding these additional ways to help your school!

- Back-to-school BBQ
- End-of-the-year celebration
- Pancake breakfast
- Sports Day
- After school program coordinator
- Restaurant fundraisers

## Jumping In: Opportunities to Step Up Your Involvement



**Program:** Fall Carnival Committee

**When:** September and October

**Commitment:** 8-20 hours depending on role

**Description:** Help plan and organize the Fall Carnival: solicit and organize vendors, prize center, buy and organize prizes, manage volunteers

**Volunteers Needed:** 4-5

**Clearance Required:** None

**Contact:** Watch for communication from Fall Carnival coordinators



**Program:** Grant writing

**When:** Ongoing

**Commitment:** Approximately three hours per grant

**Description:** Develop an ongoing awareness of grant opportunities for the school; meet with the grantor to understand how to apply; write the grant proposal

**Volunteers Needed:** 3

**Clearance Required:** None

**Contact:** PTO President



**Program:** Showcase/End-of-Year Celebration

**When:** June

**Commitment:** 6 hours

**Description:** Assist with planning the art showcase in the auditorium and/or the celebration event; organize food and drinks to be served and other logistics; work with teachers in obtaining and organizing displays; help set up and clean up

**Volunteers Needed:** Varies

**Clearance Required:** None

**Contact:** Look for communication from the event chair



**Program:** Reading Rebounders

**When:** Year-round

**Commitment:** Thirty minutes per week, either Tuesday or Wednesday

**Description:** Listen to younger students read to older students, make sure all students are on task.

**Volunteers Needed:** 2

**Clearance Required:** Level III

**Contact:** Your student's teacher



**Program:** Room Parent

**When:** Year-round

**Commitment:** Varies; typically 1-2 hours per week

**Description:** Share school communication with class families via email, organize class parties and teacher gifts, help with teacher appreciation day/week, recruit class volunteers for events and classroom activities

**Volunteers Needed:** One per class

**Clearance Required:** Level II

**Contact:** Your child's teacher



**Program:** Running Club

**When:** Fall and Spring

**Commitment:** 8 hours in fall and 8 hours in spring

**Description:** Teach kids the joy of running while giving them a safe environment to do so.

**Volunteers Needed:** 12

**Clearance Required:** Level II

**Contact:** Look for communication from the event chair



**Program:** Spring Social Committee

**When:** Primarily Winter/Spring (event in spring)

**Commitment:** 20-30 hours

**Description:** Various, including reaching out to families, working out details, designing posters, setting up and cleaning up after the event, etc.

**Volunteers Needed:** 10

**Clearance Required:** None

**Contact:** Look for communication from Spring Social Chair

## Leading: Event Chair Opportunities

Each of the amazing volunteer events and programs requires leadership to be effective. The following are unique opportunities to work with others at Crocker/Riverside to bring wonderful things to our school. Many of these include Chair and Co-Chair positions. Please contact anyone on the PTO Board for more information.

**Program:** Annual Fund

**When:** Year-round

**Commitment:** 10-15 hours per month

**Description:** Create an annual fund that carries throughout the school year.

**Background required:** None, although experience with marketing a plus

**Program:** Book Fair

**When:** Fall and Spring

**Commitment:** 50 hours twice a year

**Description:** Organize the fairs. Includes planning logistics; training self and others; recruiting and coordinating volunteers; promoting the event to parents and students; setting up, overseeing the running of, and taking down the book fair; overseeing All for Books coin collection; and using earned Scholastic dollars for library and classroom use.

**Background required:** None

**Programs:** Docent: Art, Garden, and Science (at least three separate leadership positions)

**When:** Year-round

**Commitment:** Approximately 30 hours/school year plus 12-15 during summer

**Description:** Plan, schedule and organize lessons; communicate with volunteers.

**Background required:** Subject matter knowledge helpful but not mandatory; organizational skills helpful.



**Program:** Fall Carnival

**When:** October

**Commitment:** 40+ hours

**Description:** Work with committee to plan, schedule and organize the carnival.

**Background required:** None

**Program:** Jog-a-thon

**When:** November

**Commitment:** Approximately 60 hours

**Description:** Plan, organize, and oversee the event.

**Background required:** None

**Program:** Mixed Bag Fundraiser

**When:** October

**Commitment:** 2-8 hours depending on the number of orders and volunteers

**Description:** Schedule the fundraiser (May/June), order catalogs, prepare letter, distribute packets, coordinate communication with the principal, recruit volunteers, confirm monies, submit order, organize boxes and distribute to classrooms.

**Background required:** None

**Program:** Showcase

**When:** May/June

**Commitment:** 10-20 hours

**Description:** Organize, plan, and oversee display of children's art

**Background required:** None, although experience coordinate events a plus

**Program:** Running Club

**When:** Weekly

**Commitment:** 1 hour/week

**Description:** Oversee weekly running activity

**Background required:** No running required.

**Program:** Spring Social and Auction

**When:** Primarily January to event

**Commitment:** 10-20 hours/month

**Description:** Plan, organize, and execute event; create and oversee committee; ensure adequate sponsors, marketing, and items; attend and oversee event

**Background required:** None, although event planning skills helpful.

**Program:** Walk/Bike-to-School Days

**When:** Fall and Spring

**Commitment:** 5-10 hours twice a year

**Description:** Coordinate with school office to get notice in newsletter, banner hung, and a robocall; make posters for each classroom; set up tables on day of event; direct kids to tables; assist kids with writing their names; tally shoes/wheels on posters and communicate winner to principal; coordinate pizza party with winning teacher.

**Background required:** None.

## PTO Board Positions

The elected members of the Crocker/Riverside Parent Teacher Organization (PTO) Board serve year-round and meet monthly to discuss and vote on important issues related to the school and school events. Serving on the Board is a great opportunity to become more actively involved with the school and requires no clearance. For more information on serving on the Board, please contact any of the current Board members.

The Board is made up of the following:

**Position:** President

**Description:** Prepare Board agendas; set and facilitate meetings; communicate with volunteers and campus groups; ensure compliance with state and federal laws; set goals; research issues; ensure all aspects of PTO are running smoothly.

**Hours Required:** Approximately 20 hours per week

**Background Needed:** None, although experience leading meetings with bylaws and knowledge of federal and state laws a plus

**Position:** Vice President

**Description:** Assist President with key projects for school, attend and contribute during PTO meetings, create back-to-school packets.

**Hours Required:** Approximately 10 hours per month

**Background Needed:** None but some leadership/volunteer management training helpful

**Position:** Secretary

**Description:** Assist in assembling the meeting agenda and take meeting minutes. Maintain—and have for requests—the PTO information binder.

**Hours Required:** 4-6 hours per month

**Background Needed:** None but typing ability and organizational skills a plus.

**Position:** Board Member

**Description:** Attend and contribute during monthly PTO Board meetings. Perform a variety of functions depending on role, including auditing, communications, fundraising coordination, volunteer oversight, room parent coordination, and parliamentarian.

**Hours Required:** 1.5 hours/month (meetings) plus 6 hours per audit

**Background Needed:** None

**Position:** Field Trip Coordinator

**Description:** Coordinate with teachers, room parents, and parents to help ensure sufficient drivers and to help organize specific field trips

**Hours Required:** Varies; primarily in the spring

**Background Needed:** None