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 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!

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**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

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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

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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