



Volunteer Program

DaVinci Academy recognizes and appreciates that families want to be actively involved in the education of their children. In addition, research shows that students whose parents are involved in their school perform better academically and socially. As a result, parents are expected to be involved and volunteer at DaVinci Academy at least 20 hours per school year (10 hours per school year for single parent families).

Purpose of having school volunteers:

- To enrich and enhance students' learning
- To enable teachers to offer more individual attention to their students
- To free other school personnel to meet the needs of students more effectively by providing volunteer assistance
- To strengthen the partnership between families, community and the school
- To promote the importance of volunteerism to our student population

Who can volunteer?

- Parents; Legal guardians; Students' relatives; Community members

Who cannot volunteer in school or for school-related activities?

- Persons unwilling to submit to a background screening; Persons who are legally prohibited from coming in contact with children; Anyone the school administrators determine is not an appropriate volunteer based on their background screening or conduct

What can a volunteer do?

Parents can get involved in many possible ways. This list is by no means all-inclusive!

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| • Participate on committees | • Help with serving or supervise lunch |
| • Assist teachers with after-hours classroom projects | • Bring in your special knowledge or come in as a speaker |
| • Help with remodeling, painting, beautifying jobs | • Prepare food for special school events |
| • Volunteer in the office pool | • Participate in the parent organization (PTO) |
| • Coordinate and/or coach extracurricular programs | • Serve on the school board |
| • Help with fundraising projects | • Attend a school board meeting |
| • Chaperone on a field trip | |

What to do before you begin volunteering

1. **Background Screenings** - To ensure the safety of our students and staff, every volunteer is required to have a current background check on file with DaVinci Academy prior to volunteering in any capacity. Forms are always available at the front desk; however, I have attached one to this handout for your use. Volunteers are asked to pay a \$10 processing fee for each background check submitted. Checks should be made payable to DaVinci Academy. Return all forms and payments to the main office to the attention of the volunteer coordinator.

(Do not let the processing fee keep you from volunteering at school. If you cannot afford the fee at this time, please contact Ms. Moffatt to make alternative arrangements.)

Have each adult family member or legal guardian who wants to volunteer complete and submit a *Background Check Consent* form. Grandparents, aunts and uncles, etc. can all be part of your volunteer family group and help fulfill the hours requirement!

2. **Statement of Confidentiality** – Each volunteer must read and sign a Volunteer Statement of Confidentiality prior to volunteering.
3. **Set up your HelpCounter Profile** - Provide the Volunteer Coordinator with the name(s) and email address(es) of all those who want to volunteer. You can email this information to Lswearingen@davincicharterschool.org or leave a written request at the front desk. Please note, it is best (but not required) to have different emails for each volunteer. See the *HelpCounter Overview* page for more information on utilizing our volunteer management tool.
4. Not only can the Volunteer Coordinator help you find volunteer projects within the school, you can also email your child's teachers directly if you want to see what opportunities they might have for their specific class or grade.

When volunteering at school

When you arrive at school, sign in at the front desk. Please be sure to wear your volunteer badge. When you are done, remember to sign out and return your badge. Signing in and out not only records your volunteer hours but allows the school staff to know who is in the building at all times.

Please be prompt and dependable. The staff and students will be expecting you on the days you are scheduled. If you are unable to make your volunteer assignment, please contact the program staff as soon as possible. You are important!

Your immediate supervisor is the staff person you are assisting. Please bring any questions or concerns you might have to that person.

Volunteers' dress and behavior should serve as good examples for students. Appropriate conversation and dress is important. If you have a question or concern in this area, please check with the program supervisor.

Some of your out-of-pocket expenses connected with volunteering (e.g. mileage) may be tax deductible. Check with your tax preparer or the IRS for more information.

It is important that we comply with the DaVinci Academy Drug-Free Workplace/Drug-Free School Policy and its Smoke Free Environment Policy. It is a violation of these policies for any student, teacher, administrator, other school district personnel, *person or member of the public* to use tobacco, alcohol, toxic substances, or controlled substances in any school location. This includes all volunteers.

When volunteering with students

Confidentiality is a must. While volunteering, you may observe or hear about individual students and their home or school experiences. It is of the utmost importance that you respect the privacy of students and never repeat anything about individuals. The foundation of all school volunteer programs is confidentiality.

Volunteers are not responsible for student discipline and should report all discipline issues to the staff person in charge. The responsibility for discipline always rests with the school staff.

As a volunteer, you will meet many delightful students and we know you will enjoy working with them. However, volunteers should not telephone students, visit them at their home, or meet them off school grounds without the permission from the parents and/or school administrator. When working with students, you must work in an area visible to staff.

Volunteers must report any knowledge or suspicion of a child being neglected or physically or sexually abused. Report any incident or suspicion immediately to a staff person.

Questions about volunteering can be directed to the Volunteer Coordinator in the school office.


HelpCounter Overview

HelpCounter - HelpCounter is our volunteer management program. It allows us coordinate all of our volunteer opportunities and capture the many hours families give to DaVinci Academy. Volunteers are able to select activities that they have an interest in, provide their contact information and indicate their skills. Volunteers also sign in and out for activities to track their volunteer time. Please see the HelpCounter instructions on the reverse side for additional information.

HelpCounter is available through a kiosk at the front desk during normal business hours. You can also access the system at home to enter those volunteer hours that you may be putting in outside of school, update your contact information as well as your volunteer interest.

If you have any questions on our volunteer program, please contact the Volunteer Coordinator, Lee Swearingen at lswearingen@davincicharterschool.org. She is in the school office Wednesday through Friday of each week.

1. Have each adult family member or legal guardian who wants to volunteer complete and submit a background check form. Grandparents, aunts and uncles, etc. can all be part of your volunteer family group and help fulfill the hours requirement!
2. Provide the volunteer coordinator with the names and email address of all those who want to volunteer. You can email this information to Lswearingen@davincicharterschool.org or leave a written request at the front desk. Please note, it is best (but not required) to have different emails for each volunteer.
3. The volunteer coordinator will establish a HelpCounter profile for each requested name. You will receive a home access link via email as soon as possible. Keep this email for future reference or go to the DaVinci Academy volunteer webpage and request a link anytime you want once your profile is established.
(<http://davincicharterschool.org/volunteer>)
4. Review your profile through the home access link and update your information.



Volunteer Information Update
Swearingen, Lee - DaVinci Academy of Arts and Science

Lee, thank you for volunteering at **DaVinci Academy of Arts and Science**.

This online form will allow you to update your contact information, record hours you've volunteered, and sign up for activities.

Bookmarking this page will only work while this session is active. If you navigated to this page from an invitation email, you may save that email and use it to return at your convenience.

What would you like to do?

[Check the Calendar for Upcoming Opportunities to Volunteer](#)
[Update Your Volunteering Interests List](#)
[Enter or Edit Volunteered Hours](#)
[Update Your Contact Information](#)
[Send a Question or Comment](#)

Thank you again for your support at DaVinci Academy of Arts and Science.

This session will automatically end after an extended period of inactivity. However, we recommend logging out when you are finished.

[Log Out](#)

5. Update your Volunteering Interest List to indicate the activities you might consider helping with. Please note that we also track volunteers' skills in this area. All categories beginning with "z-sk" are skill sets, not areas of interests.
6. Update your contact information so we can notify you when opportunities arise.
7. After you start volunteering, you can also enter previously unrecorded hours worked either at school or at home.

You are now set to begin volunteering at DaVinci Academy!