



VOLUNTEERIng 101

Thank you for volunteering to be a Chairperson for one of our D103 PTO Programs! We are very excited to have you on board and look forward to working with you throughout the school year.

YOU VOLUNTEERED, NOW WHAT?

- Read through the previous year's PTO report of the event you will be coordinating to familiarize yourself with your role and responsibilities.
- Schedule a knowledge transfer meeting with your predecessor to ask any questions that you might have about the program, (i.e. documents, volunteers needed, budget, lessons learned, etc.).
- If you are leading a curriculum enhanced activity (Colonial Days, World's Fair, State Fair, etc.), make sure to reach out to the designated Teacher Coordinator(s). Ask them for input and ideas that they would like to implement this year. Talk to them before you reach out to your volunteers. Agree on meeting frequency and volunteer needs.

COMMUNICATE WITH POTENTIAL VOLUNTEERS

- Identify the parents/guardians who completed the google volunteer form in advance and expressed a specific interest in volunteering for your event.
- Try to be inclusive in your volunteer recruitment process, including as many volunteers as you can.
- Reach out to your volunteers acknowledging their interests by sending them an email thanking them for volunteering for the event and providing overall information about the event, i.e. (date and location).



- Prepare a detailed job description for your volunteers so they know what is expected of them.
- Hold a volunteer meeting where you can explain the event in more detail and distribute the job descriptions to your volunteers. Invite your PTO School VPs to your meeting.
- Use online tools to manage and solicit volunteers.- Sign Up Genius or Membership Toolkit.

DISCUSS WITH YOUR VOLUNTEERS THE SCHOOL GUIDELINES AND CODE OF CONDUCT (As stated in the PTO Handbook)

School Guidelines

- Parking on school premises - All volunteers must obey all parking restrictions when visiting the schools.
- Signing in and out - All volunteers are required to sign in and out when entering and exiting the schools. A Photo ID/Driver's License should be provided at the school's administrative office. Your ID will be returned when you exit the school.
- Name tags - All volunteers must wear a name tag while on the school premises.
- Younger children - Although we do not encourage volunteers to bring pre-school children to school during volunteer time, we certainly understand that the situation may be unavoidable from time to time. Depending on the type of volunteer work, some projects may be accomplished with younger children present, especially projects that occur out of the classroom.
- Pre-school children should not accompany parents/guardians to Volunteer Orientation/Training sessions that are geared for teaching instruction to small groups.

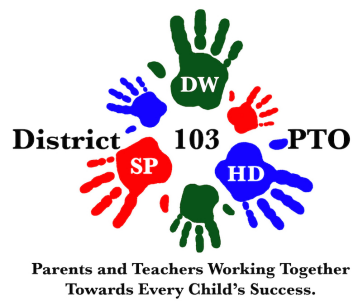


Volunteer Code of Conduct

- A volunteer shall always act in a professional manner in his/her relationship with students and staff.
- A volunteer shall always leave personal observations and confidential information in the school.
- A volunteer shall only discuss grievances and suggestions with the principal, volunteer coordinator or the PTO President.
- A volunteer shall always remember that students and teachers are relying on his/her commitment to the program on a regular and consistent basis.
- A volunteer shall always remember that he/she is a helper in the school and is to work cooperatively and under the direction of those in charge.
- A volunteer must contact the program coordinator if he/she is unable to fulfill the commitment. If the volunteer fails to do so two consecutive times, the volunteer will be asked to leave the program and a replacement will be sought.
- Volunteers shall always remember that the rewards for volunteer service do not include special treatment or consideration for themselves or their children.

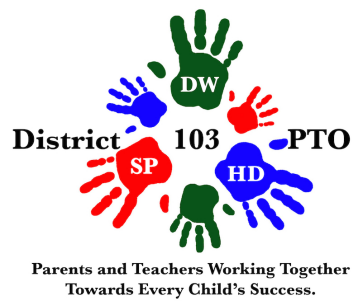
HOW TO UTILIZE YOUR PTO SCHOOL VPs

- Communicate your needs to your School VPs, they should be able to help you staff and recruit volunteers.
- VPs can send/forward your emails/communications to the Room Moms that will disseminate the information to the parents.
- Include the school VPs in every mass communication you share with the parents.



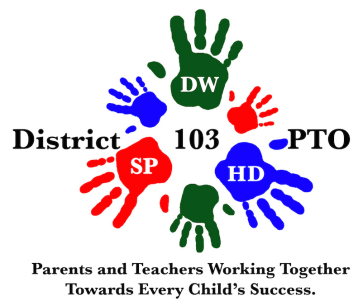
SCHOOL'S INVOLVEMENT

- Contact the school's front office personnel if you would like to use their facility to hold a meeting.
- Inform the school's Principal and administrative personnel about your plans and layout for the event by completing the following forms as soon as possible:
 - Facilities Usage Form – needed to reserve the date, time, and location of your event.
 - Room Usage / Activity Set Up Form – needed to request the use of school equipment to be set up for your event and the details of where and how you want this equipment to be set up (i.e., tables, a special layout for the tables, chairs, sound system, art boards, projector, computers, etc.). Custodians are given a copy of this form after it has been approved.
- Confirm with the administrative personnel that custodians have been informed of the layout arrangements.
- Always involve your Teacher Coordinator(s). They will help you communicate the event's information with the rest of the teachers.
- Materials for most curriculum-based events are kept in the school's storage unit. Make sure you communicate with the administrative personnel at least 3 weeks in advance of the event date to let them know what needs to be pulled out of storage and delivered to the school.
- Remember to be respectful at all times to maintain a good relationship with all of the school's administrative staff.



SNACKS - FOOD ALLERGY POLICY

- District 103 (D103) is promoting healthy and safe foods in all school settings to help ensure compliance with Board Policy 7:285 concerning life-threatening allergic reactions.
- D103 published the following guidelines that should be followed at any PTO event that will provide food/snacks to the students for a curriculum enhanced activity. These guidelines should be followed in all the schools and all grade levels:
 - Allergen-safe foods will be substituted whenever possible.
 - Precautions/procedures must be followed for students with life-threatening allergies.
 - Parents of a student with an allergy will be informed of activities in advance and return permission slips to participate.
 - ◇ Permission Slip – fill in event information and the food items being offered. Submit permission slip with the *Request for Event Involving Food Form*.
 - Ingredient lists must be provided.
 - Administrative approval; consultation with school nurse is required.
 - ◇ Request for Event Involving Food Form – needed to request administrative approval. Attach the list of ingredients for each food item. Submit completed form with attached ingredients list to the school nurse.
 - Permission Slip and Request for Event Involving Food forms must be submitted to the school nurse at least 2 weeks prior to your event date.
 - Contact the following school nurses for questions related to food distribution and the allergy policy:
 - ◇ Laura B. Sprague: Cassie Horvath - chorvath@d103.org
 - ◇ Half Day School: Shaina Small - ssmall@d103.org
 - ◇ Daniel Wright: Marissa Pastori - mpastori@d103.org



BUDGET

- Each activity has an approved budget by the Treasurer and the PTO Executive Board. Make sure you reach out to the PTO Treasurer to clarify the budget for your event.
- Nail down your budget - whatever the size of your budget, look for ways to save money.
- Determine which volunteers will be buying materials and provide them with the *IRS - PTO tax exempt form* and the *PTO expense report*.
- Make sure to reconcile the volunteer expenses vs. budget.
- Communicate with the PTO Treasurer and inform her/him of any discrepancies or variances from previous years before your activity.
- After the event, submit your expenses (Reimbursement forms and receipts) in a timely manner. Rule of thumb is less than a month after the activity has concluded. Make copies of your receipts for your records.

REIMBURSEMENT BY PTO (As stated in the PTO Handbook)

- In order to be reimbursed by the PTO for a program expense or a District funded expense, a board member must complete the *Reimbursement Form* and give it to the Treasurer along with a copy of the original receipt.
- Upon proper approval, the Treasurer will provide reimbursement to the board member within 30 days of receipt.
- A program budget must be managed by line item if it is broken out for your position. If the Treasurer deems the budget is not being managed appropriately, the Treasurer can require all expenses be submitted for approval prior to money being spent.
- Once the budget amount has been reached, any additional expenses to be incurred must be submitted to the Treasurer for approval BEFORE incurring the expense.



COMMUNICATION PLAN

- The D103 PTO aims to have consistent messaging provided to D103 staff, parents/guardians, and the community. That being said, please adhere to the following guidelines when planning your event:
 - For mass emails you wish to send to a specific group of parents/guardians, make sure to reach out to the PTO Communications Director at least 5 working days prior to the scheduled "send date". He/she will be able to guide you with this task by providing text and information that is consistent with other PTO messaging and ensure the announcement is sent to the target audience.
 - For any promotional flyers you wish to send home via backpack mail, contact the District's Communications Coordinator, Margaret Van Duch, mvanduch@d013.org, for review and approval. Once approved, flyers will need to be bundled in groups of 26 copies per teacher at both Sprague and Half Day; Bundling at Daniel Wright varies by Advisory teacher, stop by the school's office for a copy of the counts per Advisory.
 - Consult with the Communication's Director if you want your event promoted on Social Media (Facebook), the PTO website, the relevant school's newsletter or the daily announcements. The Communication's Director will be able to ensure your final message is made available within these channels.

SUPPORT YOUR VOLUNTEERS

- If you make the experience enjoyable for volunteers, it'll be easier to get help the next time you need it.
- A few simple, heartfelt efforts are all it takes: keep some refreshments (water, coffee, light snacks) on hand in a designated area.
- And above all, thank them sincerely for taking the time to help!

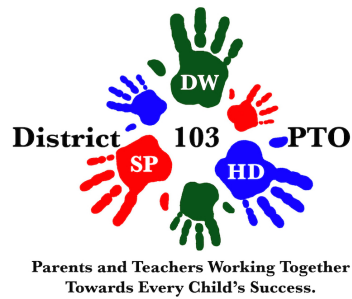


PTO FORMS AND GUIDELINES

- The following forms are available to you on our website <http://www.d103pto.org> under the 'PTO BOARD MEMBERS' page:
 - Tax Exempt Form
 - PTO Reimbursement Form
 - Facilities Usage Form
 - Room Setup Request Form
 - Snack guidelines
 - Request for Event Involving Food & Permission Slip
- PTO Storage - The PTO rents a storage unit where we keep materials for the different activities that we facilitate during the school year. You can reach out to the PTO's President or VP to get access to the storage unit.

PREPARE FOR NEXT YEAR

- The event went off without a hitch, and everyone—including you—had a great time. Congratulations!
- There's still one more imperative step: passing the baton.
- You may or may not be involved in the same event next time, so it's good practice to pass your records and notes to your successor.
- Put all your paperwork in a folder and upload electronic files to the PTO's Google Drive.
- Think about recommendations you would make to the next person who plans the event. Could the timing be tweaked? Was there a specific snack that everyone loved? Which was the student's favorite station?



- In addition to the plan you prepared with the budget and volunteer lists, include copies of all supporting documents, such as promotional flyers. You could even include photos to remember the room layout and decorations.

Thank you again for volunteering, we are here to support you every step of the way. We want YOU and your team to be successful!

Kind Regards;

A handwritten signature in black ink, appearing to read 'Cristina M. López-Tapia', written over a horizontal line.

Cristina M. López-Tapia
2019-2020 PTO President

A handwritten signature in black ink, appearing to read 'Teresa L. Hansen', written over a horizontal line.

Teresa L. Hansen
2019-2020 PTO Vice President