

The PTA Volunteer Coordinator oversees the activities of the school volunteers and represents them on the PTA executive board.

Review program procedures within the *California State PTA Toolkit*. Meet with the principal to review school and school district policies and procedures regarding volunteers on campus.

ASSESS, RECRUIT AND PREPARE

- Assess the need for volunteers at the school.
- Recruit from all segments of the community.
- Train the volunteer to ensure that school district requirements are met (health standards, liability, etc.). Contact council or district PTA and school district to determine standards.
- Provide opportunities for orientation and training.
- Furnish a handbook or instruction/information sheet.
- Provide volunteers' identification badges.

SCHEDULE

- Maintain a center for volunteer sign-in and recording of hours served.
- Keep an up-to-date listing of active and substitute volunteers.

ADDITIONAL ACTIVITIES

- Keep a Volunteer Tally Sheet (Forms, Chapter 9) accounting for all volunteer hours, and help the historian prepare all reports required by the California State PTA.
- Publicize volunteer opportunities.
- Promote the value of the school volunteer program with the community.
- Plan a recognition activity for volunteers at the end of the school year.
- Bring motions to executive board/association on behalf of volunteer committee.

HELPFUL INFORMATION

Collect names and contact information (addresses, telephone, e-mail) for the following individuals to provide to the volunteers:

- volunteer coordinator
- volunteers
- PTA president
- site administrator
- school secretary
- nurse
- librarian
- custodian
- classroom teachers, including grade levels and room numbers.

ADDITIONAL RESOURCES

- Council and district PTA volunteer coordinator/chairman
- School district administrators for information regarding contract negotiations with employee bargaining units outlining which jobs may be done by volunteers.
- Community and civic organizations
- Active school/community volunteer programs in surrounding communities
- Community programs that involve volunteers
- Adopt-a-school partnership programs
 - *National PTA Quick-Reference Guide*
 - *Parents Empowering Parents Guide*
 - *Insurance and Loss Prevention Guide* (English and Spanish) mailed annually to PTA presidents
 - *Bylaws for Local PTA/PTSA Units*

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