



SANTA ROSA
C O U N T Y
DISTRICT
SCHOOLS

Volunteer and Business Partnerships Handbook



TIM WYROSDICK
SUPERINTENDENT



Timothy S. Wyrosdick
Superintendent of Schools

5086 Canal Street
Milton, Florida 32570
Phone: 850/983-5012
Suncom: 689-5012
Cellular: 850/777-7762
Facsimile: 850/983-5013
E-mail: WyrosdickT@mail.santarosa.k12.fl.us

Dear Volunteers,

Welcome to the wonderful and rewarding world of volunteering. Volunteers give the children of Santa Rosa County schools their time and talents. Volunteers choose their jobs. Their choices include helping the media centers, reading stories to children, doing art history lessons, helping with physical education classes and/or music, going on field trips, making classroom items, tutoring students, or acting as a special friend/grandparent to students.

Volunteers bring much to our children. In return, the volunteers receive smiles, love, and the satisfaction of helping make a difference in a child's life.

Your commitment to children is needed and appreciated. Thanks for being a Special School Volunteer.

Yours truly,

Tim S. Wyrosdick
Superintendent of Schools

DISTRICT 1
Diane Scott

DISTRICT 2
E. Hugh Winkles

DISTRICT 3
Carol Boston

DISTRICT 4
Jennifer Granse

DISTRICT 5
Scott Peden

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GENERAL AIMS OF THE SCHOOL VOLUNTEER PROGRAM

1. To assist teachers in providing more individualization and enrichment of instruction for their classes.
2. To increase children's motivation for learning.
3. To enrich children's experiences beyond what is normally available in schools through unique resources that can be contributed by volunteers.
4. To assist teachers with many non-teaching duties and tasks.
5. To provide an opportunity for interested community members to participate effectively in a school's educational program.
6. To strengthen school-community relations through positive participation.
7. To build an understanding of school problems among citizens, thus stimulating widespread improvement in the total educational process.

Volunteers play an increasingly vital role in the educational process of Santa Rosa County because they:

IMPROVE THE LEVEL OF INSTRUCTION in schools by permitting more individualized instruction with the students, under the direction of the teacher.

INCREASE SCHOOL/COMMUNITY RELATIONS by bringing more adults from the community to the children to show the relevance of their education. Volunteers provide students with a better understanding of our community.

ENRICH THE CURRICULUM by adding the experience of the volunteers' special interests, hobbies, and vocations to the knowledge of the classroom teachers. While we expect a great deal of our teachers, they cannot be experts at everything ... a volunteer can supply additional knowledge and "something special" to the curriculum.

PROMOTE BETTER UNDERSTANDING by providing additional opportunities for young people and adults to exchange ideas: an important "two-way" fringe benefit.

RELIEVE THE TEACHER of many time consuming, necessary chores.

ASSIST THE ADMINISTRATION by helping with office details or by sharing administrative skills from the business world.

First and foremost, as a volunteer, you help the students of Santa Rosa County whether you work with a child on a one-to-one basis as a classroom volunteer or as a resource volunteer sharing your special experience with an entire class. You provide the students with an opportunity to meet and work with adults other than their teachers, thus reinforcing the value of education. Volunteers can teach students about the skills people use to make a living, demonstrate other ideas and viewpoints, and provide an invaluable lesson in the world itself.

STRUCTURE OF THE SCHOOL VOLUNTEER PROGRAM:

AT THE SCHOOL: Each school's volunteer program is individualized to meet the specific needs of the students and teachers at that school.

I. The Principal is responsible for:

- * Determining guidelines, such as volunteers in students' classrooms, use of lounge, etc.
- * Assessing the school's needs
- * Defining objectives for the program
- * Providing support to all persons involved in the program
- * Selecting a staff member as a school based coordinator who will lead the program

II. The School Based Coordinator is responsible for:

- * Surveying needs of teachers for volunteer assistance
- * Recruiting and registering volunteers, especially parents
- * Orienting and training teachers and volunteers
- * Assigning volunteers to specific teachers
- * Serving as a resource person for volunteers and school staff
- * Keeping accurate records of volunteer services and hours
- * Disseminating materials to volunteers
- * Coordinating school recognition events for volunteers

BOARD APPROVAL OF VOLUNTEERS

All persons who volunteer in the Santa Rosa School District must complete an application at the school in which they wish to volunteer. All chaperones accompanying students on field trips, band trips, sporting events or other extracurricular activities must also complete a volunteer application and a security clearance at the school in which they wish to volunteer. The volunteer application form will include a listing of references and a security background clearance. Sometimes schools allow parents to attend field trips as a visitor, not serving in a chaperone position for student supervision. Those parents are not required to complete a volunteer application. Instead, they must complete a "Field Trip Participation" form in advance of the trip. The school will review each form and notify any parent (s) not approved to attend the field trip with their child. Schools will forward the names of potential volunteers to the Director of Volunteer Programs, April Martin, who will register the names of the volunteers for school board approval. All volunteers must be approved by the Santa Rosa District School Board. Sexual Predator websites will be used to screen all Santa Rosa volunteers prior to approval and periodically throughout the year, as well.

CRIMINAL OFFENSES WHICH WILL DISQUALIFY AN INDIVIDUAL TO SERVE AS A VOLUNTEER.

Individuals who have been charged and convicted of the following, regardless of the number of years since the offense, will be ineligible to serve as a Santa Rosa District school volunteer:

Assault - any type

Arson

Battery - any type

Burglary

Carrying a Concealed Weapon

Child Abuse

Contributing to Delinquency of a Minor

Domestic Violence

Drugs/Drug Paraphernalia

(sale or possession of)

DUI or DWI - two or more charges

Trespassing

Felony - any type

Forgery

Grand Larceny

Incest

Lewd and Lascivious Act

Property Damage

Prostitution

Resisting a Law Enforcement Officer

Sexual offenses - regardless of victim's age

Theft - exception petty

Violent crime of any type

Any individual approved to volunteer during the current school year who has been charged and convicted of any of these offense must notify the principal(s) of the school(s) in which they volunteer within 48 hours.

PERSONNEL EMPLOYED BY SCHOOL-RELATED ORGANIZATIONS (PAID VOLUNTEERS)

Individuals who perform school-related services for students and who are not under the direct supervision of a school district employee at all times:

- shall submit an application and be approved by the school administration.
- shall submit fingerprints, a drug screening test, and a Security Background Check form at no cost to the district.
- shall be approved by the Santa Rosa District School Board before providing services to students and after the items listed above have been submitted to the Human Resource Office (and clearance documented).
- shall be of good moral character and physically able to perform the duties assigned.
- shall receive information regarding district and site rules and regulations from the site administrator and appropriate staff members.
- shall receive instructions regarding policies and practices that relate to his/her specific assignment.
- shall maintain effective student/class management strategies to ensure the safety and well being of all students.
- shall be assigned only to staff members requesting his/her services.
- shall provide instructional activities in accordance with the directions of the supervising teacher/staff member.
- shall **not** assume responsibility for the discipline of students.
- shall **not** contact parents regarding the performance of students or write comments on documents that go home without approval of the supervising teacher/staff member.

Special Note:

1. The sponsoring organization shall be responsible for following all federal and state regulations and guidelines in regard to their employees.
2. The Santa Rosa District School Board shall not be responsible for reporting for tax purposes any wages earned by individuals described in this policy. Such reporting shall be the total responsibility of the employing organization and/or the individual employed by them.

STANDARDS AND PROCEDURES REGARDING THE USE OF SCHOOL VOLUNTEERS

School Volunteers Shall:

- be in good physical and mental health.
- receive information regarding rules and regulations from the appropriate staff member(s).
- receive knowledge and instructions regarding policies as it relates to their position.
- shall be provided with proper supervision both during training and during the school day/school event.
- be approved by the School Board or its designee.
- be assigned only to staff members requesting their service.

School Volunteers Should Not:

- assume responsibility for the supervision of a class in the absence of a certified teacher.
- grade student work on anything other than objective work (ie: true/false, multiple choice, etc). The teacher **MUST** review ALL papers, checking for accuracy and determining student progress.
- assume responsibility for the discipline of students.
- establish instructional objectives.
- make decisions regarding the relevancy of certain activities or procedures in the attainment of instructional objectives.
- provide the initial instruction for accomplishing instructional objectives.
- make decisions regarding the appropriateness of certain teaching materials for accomplishing instructional objectives.
- make judgments regarding the attainment of instructional objectives, unless these judgments are based upon clear and objective criteria (such as specific achievement standards on a true-false test).
- contact parents regarding the performance of students or write comments on papers that go home.
- bring a pre-school child with them when they volunteer.

WHAT KINDS OF VOLUNTEER OPPORTUNITIES EXIST?

1. CLASSROOM ASSISTANT

Works under the direction or in cooperation with the classroom teacher to perform non-professional tasks so that the teacher may devote full attention to the accomplishment of his or her objectives for the class.

2. CLERICAL ASSISTANT

Works under the direction or in cooperation with the school staff to provide clerical support for the school.

3. ARTS AND CRAFTS ASSISTANT

Works with art or classroom teachers to help students develop their creativity. The volunteer provides many opportunities for students to discover and develop their abilities to the fullest. Volunteers assist teachers with presentation of materials for art instruction or assist students with art projects.

4. LANGUAGE ARTS/READING TUTOR

Works under the direction or in cooperation with the teacher to extend the language, listening, speaking, reading or writing skills of the student.

5. MATH TUTOR/SCIENCE TUTOR

Works with the teacher to provide individual help in the area of math or science.

6. PHYSICAL EDUCATION ASSISTANT

Works under the direction or in cooperation with the classroom or physical education teacher to provide a wide variety of experiences for students through physical education.

7. SPECIAL ACTIVITIES VOLUNTEER

Provides occasional, but important, support needed for the duration of a particular school project or activity.

8. MEDIA CENTER ASSISTANT

Works under the direction of the school media specialist supporting the services of the media center. This job includes maintenance tasks that speed the availability of books and materials to the student.

9. STUDENT VOLUNTEER

Provides peer and cross-age tutoring (middle school, high school, or college students).

10. HOMEROOM PARENT

Works with the classroom teacher to assist with classroom parties and serves as a liaison to parents for disseminating information.

11. VISION SCREENING VOLUNTEER

Assists with vision screenings for students. This process takes several days, depending on the size of the student population. Training is required.

12. "AT HOME" PROJECTS

Projects at home might include cutting out letters, drawing posters, making crafts-anything that could be done at home. This is convenient for working parents or those with "little ones" at home.

13. FIELD TRIPS

Upon request of the teacher, help chaperone students during field trips. A volunteer approval form is required.

14. LABELS/RECEIPTS FOR EDUCATION

Volunteers help collect labels and receipts from various products, as needed. Collecting/counting these labels can serve as an excellent source of funding for school projects

15. SCHOOL PICTURES

Volunteers help organize students for picture-taking sessions on school picture days. (fall pictures/Christmas pictures/class or club pictures/spring pictures, etc.)

16. CARNIVALS/JAMBOREES

Volunteer workers and planners are needed to plan and implement school carnivals and jamborees. These activities are enjoyable for students and families and can be an excellent fundraiser for the school.

17. COMMUNITY RESOURCE

Upon request of the teacher, speak on subjects(s) of interest to students, such as careers, hobbies, travel, etc.

18. PTA/PTO BOARD MEMBERSHIP

Depending on the needs of the PTA/PTO, serve as chairman or a member of specific committees in this organization.

19. SAC (School Advisory Council)

Volunteers will be nominated and elected by the parent population to serve on the School Advisory Council. This is an advisory board which helps develop and implement the School Improvement Plan. Service on this council is very important to school success and helps connect the school to the home and community and the home and community to the school.



WHO CAN BECOME A VOLUNTEER?

Anyone can be a Santa Rosa District School volunteer: senior citizens, parents, business and professional people, college students, military personnel, artists and craftsmen. Your work or hobby can add an exciting dimension in the learning experience of a student.

SUGGESTIONS FOR DEVELOPING VOLUNTEER/TEACHER RELATIONSHIPS

1. Establish a good, strong working relationship with the teacher.
2. Discuss the academic level of the class, special help needed for specific students, times at which the teacher needs the most assistance, and areas and goals that the teacher is pursuing with the students and the class.
3. Exchange phone numbers so that, if necessary, contact may be established.
4. Let the teacher know what training you have received and discuss the volunteer assignment together.
5. Come to the class at the time and day prearranged with the teacher. The teacher will have arranged her work schedule to include you. Also, the student will be relying
6. Be warm, friendly and courteous at all times. Remember, teachers have good and bad days, worries and frustrations, and they are bound to show them in some ways. Realize that they need your support and assistance on the smooth days as well as the rough ones.
7. Never disagree with the teacher in front of students or let the students play you against the teacher.
8. Keep channels of communication honest and open. If there is a problem, speak about it with the teacher or volunteer coordinator. If you have concerns about what you observe while volunteering speak with the teacher about your concerns. If you continue to have concerns, speak with the volunteer coordinator or the principal.
9. Let the teacher know if you have discovered a serious problem or handicap that may affect a student's work. The extra "pair of eyes" in the classroom can be very helpful.
10. Be willing to receive direction and supervision from the teacher or other members of the school staff.
11. Clearly understand the task which has been identified and assigned to you and work toward this specific goal. Don't be afraid to ask questions.
12. Make sure the teacher in charge of your activity is aware of your plan of action, and approves of it.
13. Complete your assignments as quickly and as thoroughly as possible.
14. Identify appropriate student classroom behavior that the teacher wishes to reinforce and work with the teacher to this end.
15. Do not run to the teacher with small questions or complaints all through the lesson. Check before class, and ask questions after class. Interruptions during class time can interfere with classroom instruction.

YOU ARE IMPORTANT; STUDENTS ARE WATCHING YOU!

- Volunteers must always serve as positive role models. When serving as a volunteer, an individual must refrain from inappropriate behaviors including, but not limited to, the following:
 - *use of profanity*
 - *use of drugs or alcohol*
 - *discussion of inappropriate topics*
 - *making "advances" to a student*
 - *selling merchandise or actively promoting a business*
 - *proselytizing (persuading to a way of thinking or acting)*
 - *wearing clothing considered inappropriate in the school setting*
- Volunteers must hold any information about a student's academic progress, behavior, or school-related incidents completely confidential. Any discussion of a student, other than their own child, is restricted to the student's teacher, the guidance counselor or the school's administration.



VOLUNTEER APPLICATION AND PREFERENCE CHECKLIST
 50-01-03 RVSD-5/19/09
SANTA ROSA DISTRICT SCHOOLS

If you have other children attending this school, completion of only one form is necessary.

Name: _____
 Phone No: (Home) _____ (Work) _____ (Cell) _____
 Student Name(s): _____
 Teacher Names (s): _____

I would prefer to work with grade(s): (circle all that apply)
 K 1 2 3 4 5 6 7 8 9 10 11 12
 I am available: ___ Mon. ___ Tues. ___ Wed. ___ Thurs. ___ Fri.
 I am available: ___ Mornings ___ Afternoons are Best ___ Does Not Matter
 Times(s) _____

Special talents and skills I would like to share: _____
 Health: (Any physical limitations) _____

Education or special training: _____
 Age: ___ Under 21 ___ 21 – 61 ___ 62 and Over

Special Categories of Volunteers:
 ___ Retired Seniors ___ College Students ___ Middle/High School Students
 ___ Military ___ Parents ___ Other _____

I would like to (check all that apply)
 ___ Assist in the classroom with individual students or small groups.
 ___ Make bulletin boards, posters and displays.
 ___ Read or tell stories to students.
 ___ Listen to students read/practice skills.
 ___ Help set up or supervise learning stations.
 ___ Help students in the media center or computer lab.
 ___ Make instructional materials(flash cards, games, etc.)
 ___ Work with audio-visual equipment.
 ___ Assist with the supervision of students on the school campus.
 ___ Provide clerical assistance.
 ___ Assist with the preparation and clean-up of special projects.
 ___ Assist with the supervision of students on field trips (chaperone).
 ___ OTHER: (specify) _____

I understand that I am offering my services to the Santa Rosa County School System without compensation and without any rights to health benefits in case of illness or injury.
 If you are approved to volunteer then it is not necessary to complete a Field Trip form.

Volunteer: _____ Date: _____
 (Signature)
 One reference who is not a relative: Name _____
 Address: _____ Phone: _____

SANTA ROSA COUNTY SCHOOL BOARD SECURITY BACKGROUND CHECK
THIS FORM MUST BE TURNED IN WITH YOUR APPLICATION
 Name: _____ Driver's License : _____
 Address: _____ Phone: (home) _____ (Work) _____
 Email: _____ DOB: _____ (Cell) _____

The following questions must be answered truthfully. A “yes” answer will not necessarily disqualify you from consideration. However, Santa Rosa County School Board reserves the right to request that you be fingerprinted at your own expense prior to your approval to volunteer.

- Yes No 1. Have you ever been convicted of an offense other than a minor traffic violation? (DUI and DWI convictions are not minor and must be reported.)
- Yes No 2. Have you ever been found guilty of a criminal offense?
- Yes No 3. Have you ever entered a nolo contendere or no contest plea?
- Yes No 4. Have you ever had adjudication withheld in a criminal offense?
- Yes No 5. Have you ever entered a pre-trial intervention program for a misdemeanor or felony charge?
- Yes No 6. Are there criminal charges currently pending against you?
- Yes No 7. Have you ever been placed on court-ordered probation, imprisoned, or jailed in a criminal proceeding?
- Yes No 8. Have you ever failed to appear in court or forfeited bond in a criminal proceeding?
- Yes No 9. Have you ever been confirmed as a child abuser by the Department of Children and Families or a similar agency in Florida or another state?

If you answered “yes” to any of the questions above, you must give a detailed explanation in the following space or on another page if extra space is needed:

ARREST

Where

Arrested: _____

Arresting Agency: _____

Date of

Arrest: _____

Offense: _____

By signing this document, I certify that all information contained herein is true and accurate. My signature further certifies that there is no falsification of any information, omission of any information requested, or any misrepresentation of information requested. I also understand that the Santa Rosa County School Board reserves the right to request that I be fingerprinted at my own expense prior to participation as a volunteer.

By my signature, I certify that I know, understand, and agree that any false statement or omission of information requested will result in my name being removed from the approved volunteer list of the Santa Rosa County School Board.

Application Signature

Date

SCHOOL CHECKLIST FOR VOLUNTEERS

- _____ I have completed an application form and have truthfully disclosed information requested on the security background check portion of the application.
- _____ I have participated in an orientation session.
- _____ I know where I am to report to work.
- _____ I know the hours the school is open.
- _____ I have met the school principal and/or the volunteer coordinator.
- _____ I have had a conference with my assigned teacher/school coordinator of volunteers.
- _____ I am familiar with the school building.
- _____ I know where the sign-in sheet is located.
- _____ I know the school fire drill procedures.
- _____ I know the school safety rules.
- _____ I know what to do in case of an emergency.
- _____ I know the discipline policy in the school.
- _____ I have been provided with a specific place to work.
- _____ I have the needed background information on students and/or staff.
- _____ I have been shown where materials are located.
- _____ I have received volunteer training.

(Sample)
VOLUNTEER INTEREST SURVEY – ELEMENTARY

Volunteer Name _____ Phone _____

Address _____ Work Phone _____

Child's name _____ Grade _____ Teacher _____

Child's name _____ Grade _____ Teacher _____

Directions: Check the items below that indicate activities that you would be interested in conducting. Add any additional ideas in the spaces marked "other."

Indicate at the bottom of the form what days and times you would be available.

Assisting the Teacher:

- Make or put up bulletin boards
- Help set up learning centers
- Gather resource materials
- Laminate materials
- Guest speaker. Topics: _____
- Help with projects
- Set up experiments
- Help contact parents
- Help with special events: field day, picture day, class parties, etc.
- Special projects (costumes, props, etc.)
- Check papers (only true/false, multiple choice, etc.)
- Other: _____

Assisting Children:

- Help monitor learning centers
- Listen to a child read/read to a child
- Help with creative writing
- Help children select library books
- Conduct flash card drills
- Help with listening activities
- Help with computers
- Provide individual help
- Drill spelling words
- Clinic volunteer/ media center volunteer
- Other: _____

Days/Times available: (Circle) M T W TH F Morning/Afternoon
If specific time is desired, please specify: _____

_____ School

(Sample)
VOLUNTEER INTEREST SURVEY -- Secondary

Volunteer Name _____ Phone _____

Address _____ Work Phone _____

Child's name _____ Grade _____ Teacher _____

Child's name _____ Grade _____ Teacher _____

Directions: Check the items below that indicate activities that you would be interested in conducting. Add any additional ideas in the spaces marked "other."

Indicate at the bottom of the form what days and times you would be available.

Assisting the Teacher:

- Make or put up bulletin boards
- Laminate materials
- Help with special projects
- Set up experiments or labs
- Help contact parents
- Assist the teacher sponsor of a school club
- Help with special events/special activities
- Check papers (only true/false, multiple choice)
- Other: _____

Assisting Students:

- Help with computers
- Tutor individual students
- Mentor individual students
- Guest speaker/Topics: _____

School

- Clinic
- Guidance Office
- Dean's Office
- Copy room
- Test Monitor (as needed)
- Miscellaneous/One-Time Needs
- Other: _____

Days/Times available: (Circle) M T W TH F Morning/Afternoon

If specific time is desired, please specify: _____

_____ School

_____	Project Graduation
_____	Serve on Committee such as ticket sales, prizes, entertainment, food, chaperones.
_____	I am able to provide prizes, services, financial assistance, coupons or discounts.
_____	I would like to serve on the PTSO Board/Committee. Preference _____
_____	I would like to serve on SAC Special Committee. Preference _____
<p>Release Statement: I understand that by signing this statement I am offering my services to the Santa Rosa County School without compensation and without any rights to health benefits in case of illness or injury. I am aware that I must be recommended by the principal and approved by the Santa Rosa County School Board.</p>	
Signature	Date

(SECURITY BACKGROUND CHECK FORM MUST BE COMPLETED)

TEACHER-VOLUNTEER INITIAL CONFERENCE CHECKLIST (For Teacher Use)

The first session with a volunteer is very important. At this time a school staff member will set the tone for the working relationship. You should make your volunteer feel confident, useful and an invaluable part of the classroom and school.

HAVE YOU...

1. Explained fire drill procedures?
2. Discussed methods of discipline and classroom rules, especially the rule that a volunteer never disciplines a student for any reason, other than politely asking for their attention?
3. Introduced the volunteer to staff members?
4. Shown the volunteer the location of restrooms, parking, and sign-in areas, etc.?
5. Clearly established and explained the schedule the volunteer will follow?
6. Toured the classrooms, observing centers, materials, equipment, etc.?
7. Determined if the volunteer will be eating lunch at the school?
8. Explained the communication vehicle for daily volunteer assignments (folder, notes or other means)?
9. Made the volunteer feel a comfortable part of the working environment?
10. Allowed the volunteer to ask questions freely?
11. Decided what procedure to follow if the volunteer must be absent?
12. Discussed school dress code?
13. Explained school policies and rules?
14. Provided space for the volunteer to put personal items, such as a coat or purse?
15. SMILED!!!

IF YOU HAVE - YOU'RE READY!!!!!

THE SCHOOL, ITS FACILITIES AND PROCEDURES

A. SCHOOL FACILITIES

Where do I park at school?

Where do I report?

Where are the offices, classrooms, media center, cafeteria and restrooms?

Are there places I am not authorized to enter?

What should I do when a child becomes sick or injured while under my supervision?

B. SCHOOL PROCEDURES

Am I required to sign in and out of the school?

Whom should I contact if I cannot volunteer?

What are the school's health and safety regulations?

Are there any specific rules/procedures of which I need to be aware?

Is someone assigned to call me on the school's emergency telephone tree?

APPEARANCE

School volunteers and field trip chaperones should abide by the dress code established for the students. Clothing items that advertise alcoholic beverages or contain obscenities or suggestive logos shall not be worn to school. Garments that expose the midriff, such as tube tops, tank tops, halter tops, undershirts, crop tops, and fish net shirts/blouses are not to be worn. Undergarments must be worn at all times on campus. Shorts and mini-skirts may be worn, but must be fingertip in length. "Fingertip in length" means when standing up, clothing must come to the fingertip.

EXPECTATIONS

What does the teacher expect of the volunteer?

Promptness
Confidentiality
Love of Children
Positive Attitude
Enthusiasm
Friendliness
Flexibility
Dependability
Support
Patience
Appropriate Dress
Organization
Loyalty
Openness to Suggestions
Businesslike Attitude
Sense of Humor
Initiative
Imagination and Creativity
Interest In Helping for the Benefit of the Community!!

WHAT DOES THE VOLUNTEER EXPECT OF THE TEACHER?

Consideration	Organization	Materials
Patience	Suggestions	Controls Class
Appreciation	Directions	Good Direction
Professional Respect	Feedback	Love of Children
Cooperative Attitude	Courtesy	Has Task Ready
Pleasant Voice	Respect	Sincerity
Neat Appearance	Friendliness	Information

* Shows how to use equipment, when applicable

THE IDEAL SCHOOL VOLUNTEER: YOUR COMMITMENT

1. Be reliable.
2. Respect student and school confidentiality.
3. If you question the teacher's methods, ask the teacher about it. You may have trouble interpreting what you see.
4. A problem? Ask the teacher.
5. Understand and accept children in terms of their own background/not especially yours.
6. Leave personal problems at home.
7. Never ask personal questions.
8. If you hear gossip, take it no further.
9. Stand as one with the teacher.
10. Walk and speak quietly.
11. **NEVER** strike a child.

HINTS

A student's name is very important. Make sure you say a student's name the way the student wants it pronounced. Learn to spell the name correctly.

Make sure your student knows and can pronounce your name. You might give it to the student on a card to carry.

Show that you are interested in the student as a person. Listen carefully to what the student has to say. Ask questions about favorite activities, family members, good friends, and personal hopes and dreams. By your words and actions, let your student know that you care.

GOOD VOLUNTEERS MUST...

Be Well Groomed:

You, as a volunteer, will set an example for the students with whom you work. It is important that you dress appropriately. The volunteer should also dress according to the duties of the job.

Sign In and Out:

Each time you arrive at the school you must sign in and take your volunteer badge. The sign-in computer, sheets or cards are normally located in the school office. Locate the sign-in area and record the time and date. The first time you sign in the computer will scan your driver's license or state identification card. Before you leave the school, you must sign out and return your volunteer badge. It is important to document the time you spent volunteering. This documentation is needed in order to locate you on campus in the event of an emergency and is used to document the volunteer hours needed to receive the Golden School Award.

Take Directions from the Teacher:

The volunteer is a very important part of the educational staff who works under the direction of a teacher or other staff members. The volunteer offers support to the teacher, but is not a substitute for the teacher. It is the teacher's job to decide the educational plan and design the activities for the students.

Be Adaptable:

Working with students, teachers, and schools requires adaptability. You must be willing to adjust to varying facilities, resources, and children. For instance, if the school does not have a room in which to work, or if there are not materials that you need, then make do with what is available.

Be Dependable:

You are a vital part of the education of children and you are depended upon. It is very important that you be dependable in every aspect of your work with the school, teacher, and, especially, the children.

Be On Time:

The teacher has planned activities for you to do which must begin at a specific time. Therefore, it is very important that you be at your job at the agreed upon time.

Notify the School If You Will Be Absent:

If you need to miss your scheduled time, notify the school as far in advance as possible. Remember, the teacher has planned for you and if you will not be able to come, adjustments will need to be made.

Keep Information Confidential:

Confidentiality is absolutely essential! Please be aware that information, which you may hear, see, or otherwise acquire while at the school, is to be considered privileged information and is to be kept private. Volunteers must respect the confidential nature of school records, as well as relationships between staff members and students.

SCHOOL BOARD POLICIES CONCERNING VOLUNTEERS

CONFIDENTIALITY OF STUDENT RECORDS

Florida Statute 1002.22 provides a way to protect the rights of privacy with regard to student information and records.

Portions of a student's record which include information about the following are confidential:

1. Identifying data, including a student's social security number
2. Academic work completed
3. Grades
4. Standardized test scores, including academic, intelligence, aptitude and psychological tests.
5. Attendance records
6. Interest inventory reports
7. Health data
8. Family background data
9. Teacher ratings and observations
10. Counselor ratings and observations
11. Verified reports of serious or recurrent behavior problems.

It is important that volunteers comply with the requirements of the statute with respect to an individual child's privacy rights. The above items, and anything else dealing with personal information about the student, are not to be discussed with anyone other than the teacher with whom the volunteer works, the counselor at school, or the principal. Failure to respect these privacy rights has legal consequences. The statute specifies that the parents of a child whose privacy rights are not respected have a right to court action to enforce the violated rights by injunction.

MENTORING INITIATIVE

What is a mentor? A mentor is a caring, responsible adult who makes a commitment to develop a one-on-one relationship with a young person. The goal of a mentor is to help young people learn essential skills and make the most of the strengths and talents they already have.

Santa Rosa School District realizes the positive influence of adult mentors. Mentor Santa Rosa is a community-wide effort to increase the number of mentors available to students. **The school district contact for Mentor Santa Rosa is Dr. Karen Barber, Director of Federal Programs at (850) 983-5001.**

In conjunction with Mentor Santa Rosa, the school district works closely with the Big Brothers/Big Sisters Program of Northwest Florida. For more information about the Big Brothers/Big Sisters Program, you may call (850) 983-5001.

Each employee of a state organization may be granted up to one hour of administrative leave per week, not to exceed five hours per calendar month, to participate in the Governor's Mentoring Initiative. **Be a mentor. Be a big help. Call 850-414-7400**

WHAT TO DO IF...

A child is injured:

If a child should receive a minor injury while under your direction, do not attempt to administer any type of aid. No matter how minor the injury is, you should immediately notify the teacher or a staff member.

A child becomes ill:

Children frequently become ill while at school. If a child complains of not feeling well, you should notify the teacher immediately. You should never administer any form of medicine.

You are injured:

Should you become injured while performing the duties of your job, notify the school office immediately. The office staff will assist you and ask you to fill out the proper accident reports. All non-employee individuals are covered under a special insurance package.

You are asked to take the class alone:

Because you are not a paid school board employee, you are not legally permitted to supervise a class alone. Consequently, if the teacher must leave the room, arrangements should be made to have a paid staff member present.

You observe a suspicious person:

Occasionally, you may observe a person on campus who is not familiar. If in your judgment it appears necessary, you should notify a staff member or the school office of such a person.

Someone asks to see a child:

If a person, not familiar to you, should ask to speak to or take a child, you must direct that individual to the teacher. Under no circumstances should you grant such a request.

A problem arises with your supervisor:

If you should encounter any type of problem with your teacher, please don't hesitate to settle it immediately. Ask your supervisor for a conference time convenient to both of you and then openly discuss the problem. Should you feel you are unable to discuss the problem with your teacher, you should make an appointment with either the Staff Coordinator or Volunteer Coordinator at your school. (The problem will be handled discreetly.) If it is not resolved with the Volunteer Coordinator, the principal would need to be contacted to handle the problem.

You itemize your income tax:

If you use the IRS form on which you itemize your income tax, you can deduct the mileage to and from your school. It is important that you sign in and out at the school office as verification of the number of trips you made to the school as a volunteer. The educational items you purchase and give to the school are also tax deductible. Save those receipts. For additional information regarding these deductions, contact your local Internal Revenue Service.

Someone asks you how a child is doing:

As it becomes known that you are working in the school, you will likely be asked questions concerning specific children. If a parent or friend inquires as to the child's progress, you should say, "I enjoy working with your child and I'm sure if you schedule an appointment, the teacher would be happy to talk with you."

MONTHLY RECORD OF VOLUNTEER SERVICE (Sample)

MONTH	NUMBER OF HOURS	NUMBER OF VOLUNTEERS
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
TOTALS		

INDIVIDUAL VOLUNTEER ATTENDANCE RECORD

Name: _____ School: _____ School

Yr: _____

Record the number of hours served each day (SAMPLE)

Date	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
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27											
28											
29											
30											
31											

**SANTA ROSA VOLUNTEER PROGRAM
VOLUNTEER EVALUATION SURVEY**

(For Volunteer Use)

Schools sometimes request information regarding your experiences as a volunteer. Surveys may include some of the following questions:

1. In which classroom did you volunteer? _____
2. How long have you volunteered in this school? _____
3. In what capacity have you served? _____
4. Does your school have a Volunteer Coordinator? _____ Yes _____ No

Answer only if you responded, "YES" to number four.

5. **Did the Volunteer Coordinator.....**

- A. Inform you of the services he/she can provide? _____ Yes _____ No
- B. Inform you of any changes/adjustments you need to make? _____ Yes _____ No
- C. Give a general orientation at school? _____ Yes _____ No
- D. Check periodically on your volunteer work? _____ Yes _____ No
- E. Meet with you to assess needs? _____ Yes _____ No
- F. Provide workshops for volunteers in the school? _____ Yes _____ No

6. What suggestions do you have for improving the volunteer program in your school?

7. Do you have any suggestions for improvement in this program at the district level?

SCHOOL VOLUNTEER PROGRAM
TEACHER EVALUATION SURVEY

(For Teacher Use)

Sample Questions:

1. Did you enjoy working with a volunteer personally? __Always __ Sometimes __ Never
2. Did you welcome the volunteer to the school? __Always __ Sometimes __ Never
3. Did you let your volunteer know their work was appreciated? __Always
____Sometimes __ Never
4. Did you give adequate supervision to the volunteer? __Always __ Sometimes __ Never
5. Indicate additional areas where you might like to utilize volunteers.
6. What suggestions do you have for improving the volunteer program in your school?
7. Are you planning to request a volunteer next year? _____Yes _____No
8. Do you have any suggestions for improvement in this program at the district level?

(For Teacher Use)

26 WAYS TO SHOW APPRECIATION TO VOLUNTEERS

(Choose those that are most appropriate to your situation.)

1. Greet the volunteer by name; encourage students to use volunteer's name.
2. Thank the volunteer personally each day, noting special contributions.
3. Set a time to talk with the volunteer when children are not present; speak briefly with the volunteer each day before departure.
4. Celebrate the volunteer's birthday, and encourage students to write occasional thank-you notes.
5. Use the volunteer's special talents, knowledge and interests in assigning tasks.
6. Give the volunteer increasing responsibilities and more challenging tasks.
7. Share articles and books of mutual interest - on child development, learning styles, or content area in which the volunteer works.
8. Include the volunteer when planning class activities.
9. Include the volunteer in staff meetings and in-service training, when appropriate.
10. Send a letter of appreciation.
11. Take the volunteer to lunch.
12. Call or write when the volunteer is absent or ill.
13. Invite experienced volunteers to train newer volunteers.
14. Seek training opportunities for the volunteer.
15. Write an article on the volunteer's contributions for your school newspaper
16. Ask the volunteer coordinator or school community relations staff person about a feature story on volunteers for the newspaper, radio or TV station.
17. Nominate your volunteer for a volunteer award.
18. Celebrate outstanding contributions or achievements.
19. Commend the volunteer to supervisory staff.
20. Ask volunteers to help evaluate the program and suggest improvements.
21. Ask the children to evaluate the performance of volunteers; share their comments with the volunteers.
22. Help plan a recognition event - an assembly, reception, or luncheon; invite the superintendent, school board, administrators, parents, and community leaders.
23. Accommodate the volunteer's personal needs and problems.
24. Encourage the volunteer to grow on the job.
25. Write a letter of recommendation when the volunteer requests it.
26. Write a letter to the supervisor of a business volunteer commending the volunteer's contributions to education.

VOLUNTEER AWARDS

GOLDEN SCHOOL AWARD

The Golden School Award is given annually by the Department of Education to recognize schools' exemplary volunteer programs. The schools must meet the following criteria:

- Provide a staff training program in which a minimum of 80% of the school staff participated during the school year.
- Appoint a School Volunteer Coordinator who is designated to provide leadership for the school volunteer program through recruitment, placement, training and supervision of all participants.
- Document a total number of hours in volunteer service which equals twice the number of students enrolled in the school, or more. Schools now may include all types of volunteer service, including fundraising.

These schools are commended for their continuing efforts to improve the relationship between the school and community.

SILVER SCHOOL AWARD

The Silver School Award is presented annually by the Florida Department of Education to recognize secondary schools that provide exemplary services to elementary and secondary schools.

- The sending school must have a School Volunteer Coordinator who will provide coordination of the program, assist in the placement of the secondary students, provide orientation and training for receiving staff, and assist in providing for student and program evaluation.
- The receiving school must have a Volunteer Coordinator who will provide coordination of the program, assist in the placement of the secondary students, provide orientation and training for the receiving staff, and assist in providing for student and program evaluation.
- Student volunteers and the receiving faculty must both receive orientation and training. Student volunteers must receive continuous supervision.
- The composite student volunteer hours must equal at least one half the total number of students (FTE count) in the sending school (e.g., 2,000 students - 1,000 hours).

FIVE STAR SCHOOL AWARD

The Five Star School Award was first offered by the Florida Department of Education in 1994-95. It was designed to recognize schools with exemplary programs that fully integrate school and community involvement to produce higher student achievement. A portfolio is developed which includes documentation in the following five categories:

- Business Partnerships
- Family Involvement
- Volunteers
- Student Community Service
- School Advisory Councils

OUTSTANDING VOLUNTEERS

Each school has the opportunity to nominate a volunteer in the following categories:

- Outstanding Youth Volunteer
- Outstanding Adult Volunteer
- Outstanding Senior Volunteer

Through business partnerships, our educational programs are able to meet the ever changing needs of the workforce. The importance of Partners in Education is to match the needs of educators with the resources of businesses. Business partnerships bring educators, community members and the business community into a needs-assessment and resource-providing atmosphere. The beneficiaries of this are the students.

A committee chooses a representative from each of the categories to be entered into competition for Outstanding Volunteers in the Panhandle Region.

VOLUNTEER RECOGNITION

Recognition is important for volunteers. Local schools generally honor their own volunteers at their school in some way.



**FIELD TRIP ATTENDANCE APPLICATION
SANTA ROSA DISTRICT SCHOOLS**

**50-01-02
5/19/08**

Completion of this form is required in order to attend a school sponsored field trip if you are not currently a school board approved volunteer. **A separate form is required for each field trip participant. If you are an employee of Santa Rosa School District completion of this form is not necessary, however, it is necessary that you provide your place of employment for reference purposes. Santa Rosa School District Employee Site Location: _____.**

By completing this application, I agree that I will attend/plan to attend one (or more) field trips during the _____ school year. I understand that I will be attending an activity of the Santa Rosa County School System without compensation and without any rights to health benefits in case of illness or injury. I understand that I need to renew this application annually. As a field trip attendee, I agree to follow the guidelines listed below:

1. I will not assume responsibility for any children or youth that are not members of my family.
2. I understand that I am not allowed to include any other children who are not members of this class or group in school sponsored field trips.
3. I will not participate in any risky or inappropriate behaviors during the field trip event(s) (i.e., smoking tobacco, using drugs or alcohol that may influence my behavior or interfere with the event).
4. I will report any student discipline issues to the adult in charge of the activity.
5. I will report to the event coordination site on time and leave promptly after the conclusion of the event.

Date of Application: _____ School Name _____

Name (please print): _____

Phone Number: (Home) _____ (Work) _____ (Cell) _____

Address: _____

Email: _____

Health: (any physical limitations) _____

Teacher's Name: _____

Affidavit of Character

The following questions must be answered truthfully. A "yes" answer will not necessarily disqualify you from consideration. However, the Santa Rosa County School Board reserves the right to request that you be fingerprinted at your own expense prior to participation in a field trip event.

- Yes No 1. Have you ever been convicted of an offense other than a minor traffic violation? (DUI and DWI convictions are not minor and must be reported.)
- Yes No 2. Have you ever been found guilty of a criminal offense?
- Yes No 3. Have you ever entered a nolo contendere or no contest plea?
- Yes No 4. Have you ever had adjudication withheld in a criminal offense?
- Yes No 5. Have you ever entered a pre-trial intervention program for a misdemeanor or felony charge?
- Yes No 6. Are there criminal charges currently pending against you?
- Yes No 7. Have you ever been placed on court-ordered probation, imprisoned, or jailed in a criminal proceeding?

- Yes No 8. Have you ever failed to appear in court or forfeited bond in a criminal proceeding?
 Yes No 9. Have you ever been confirmed as a child abuser by the Department of Children and Families or a similar agency in Florida or another state?

If you answered “yes” to any of the above questions, you must give a detailed explanation in the following space or on another page if extra space is needed:

ARREST

Where Arrested: _____
 Arresting Agency: _____
 Date of Arrest: _____
 Offense: _____

By signing this document, I certify that all information contained herein is true and accurate. My signature further certifies that there is no falsification of any information, omission of any information requested, or any misrepresentation of information requested. I also understand that if I am requested to complete a full background check prior to participation, I will assume the cost of the fingerprinting and my fingerprints may be submitted to the Florida Department of Law Enforcement and Federal Bureau of Investigation for a complete criminal history background check.

By my signature, I certify that I know, understand, and agree that any false statement or omission of information requested will result in my name being removed from the approved field trip participant list for this Santa Rosa County School.

 Signature Date

You will be notified by the school if your application has been denied.

District Processing Information

This request does not require school board approval. Records of completed applications should be maintained at the school site for five years after the field trip events.

Date of FDLE Sexual Predator Check _____ Status: ___ Clear ___ Not Clear

Person Completing Check _____

Principal Decision

_____ Approved as submitted for field trip(s) attendance.

_____ Not approved

Notes:

**SCHOOL DISTRICT
OF
SANTA ROSA COUNTY**



**PARTNERS IN EDUCATION
GUIDELINES**

April Martin
District Volunteer/Business Partnership Coordinator

SCHOOL DISTRICT OF SANTA ROSA COUNTY

Information for Establishing Business Partnerships

April Martin

District Volunteer/Business Partnership Coordinator

Through business partnerships, our educational programs are able to meet the ever changing needs of the workforce. The importance of Partners in Education (PIE) is to match the needs of educators with the resources of businesses. Business partnerships bring educators, community, and the business community into a needs-assessment and resource-providing atmosphere. The beneficiaries of this are the students.

I. Getting Started

Supporting education is good business. The goal is to promote business/community/education partnerships which will enrich the curriculum and ensure quality education. Businesses and schools need to look at each other's needs and resources to determine a place where they can become mutually beneficial to one another. Our Partners in Education (PIE) program seeks to coordinate the time, talents, and resources of the community to help achieve educational goals which will benefit everyone.

Needs and Resource Assessment

The first step in evaluating a partnership is to assess the needs and resources of the business/organization and the school.

1. Schools should carefully examine their school improvement plans and find ways to include businesses/organizations in achieving their goals.
2. Businesses/organizations should examine the benefits that a school can provide them.
3. The business partner should have a good idea of what resources they can provide to the schools.

Following is a list of possible programs for partnership consideration:

<i>Programs to Enhance Learning</i>	<i>Community Service</i>
<i>Programs for At-Risk Students</i>	<i>Career Education</i>
<i>School Improvement</i>	<i>Employment Partnerships</i>
<i>School Event Partnerships</i>	<i>Campus Enhancement Projects</i>
<i>Technology Related Projects</i>	<i>Programs for the Arts</i>
<i>Programs for Support of Sports Events</i>	<i>Programs for Campus Club Support</i>

II. Commitment to the Partnership

Once the education partners have evaluated their needs and the business partners have determined their available resources to meet those needs, both should finalize their commitment details. The best Partners in Education programs are set up in an agreement which spells out the commitment and intent of all the parties involved. Partner goals and time frames are clearly delineated in the beginning. The "key players" in a partnership are the principal, the school liaison, the CEO/Organization leader, and his/her liaison person.

**PARTNERS IN EDUCATION
SANTA ROSA DISTRICT SCHOOLS
PARTNERSHIP AGREEMENT**



PARTNERSHIP AGREEMENT

Between

_____ and _____
(Name of Business Partner)

(Name of School)

Business/Organization Information

Name: _____

CEO or Owner: _____

Address: _____ Phone: _____

Liaison: _____ Phone: _____

Business Website: _____ Liaison Email: _____

School Information

Name: _____

School/District Office Address: _____

Phone: _____ Liaison: _____

School/District Website: _____ Liaison Email: _____

The goal of this partnership is: _____

Business Partner Resources:

Please check the services your business can provide a school or our district. List below any additional resources or programs you wish to offer or support. All activities involving student contact require a volunteer application and appropriate security clearance.

- Provide release time for employees to serve as mentors or tutors (required volunteer application).
- Sponsor incentive and/or recognition programs for staff and/or students.
- Provide guest speakers for classes/events (Guest Speaker Application required).
- Assist students/teachers with technology projects.
- Participate in Career Days or provide student internships/externships.
- Participate as a judge for academic fairs/tournaments or join us to help with other school activities.
- Provide short term job shadowing for students.
- Contribute materials on careers or academic subject areas (brochures, applications, books).
- Make school supply donations or other donation of supplies or materials.
- Assist with student recognition programs.
- Assist with teacher/staff recognition efforts.
- Make a monetary donation to the school, a club or for a specific event.
- Other _____

School Partner Resources:

Please check the services the school may be able to provide in the upcoming year.

- Facilitate direct student-partner interaction in planned projects, programs and incentives.
- Provide the partner with information on the school, school system and special programs.
- Invite partner/partner personnel to participate in special school activities.
- Encourage student performances or art displays at partner workplace and for special partner functions.
- Conduct parenting or other workshops for partner employees.
- Provide meeting space for partner activities (in compliance with Facilities Use Agreement).
- Highlight partnerships in appreciation activities.
- Participate in a joint community service project.
- Identify partner on the school partner web page.
- Other _____

We, the undersigned, understand that the involvement in the partnership program is for the sole purpose of enriching the educational experience of the students. We agree to adhere to the School Board Policy which prohibits both the promotion of products produced or distributed by that partner, or the recruitment of members to a particular organization.

All activities involving student contact require a volunteer application and appropriate security clearance.

A partnership agreement may be terminated by either partner if a two week notice is given. During the last month of the partnership, an evaluation will be made of the partnership and goal achievement. All partnership agreements must be reviewed prior to June 30 of each year, and at that point, the partners will determine if there is a desire/need to continue the involvement for the next school term. An updated list will be provided to the school board for review.

School Administrator _____

Business Partner _____

Date of Initial Agreement _____

Renewal Review Dates _____

III. Resources for Schools to Facilitate Partnerships

(Steps III and IV are simply additional resources to help schools with partnerships. Steps I and II are the only required documents to be submitted to the district).

a. General Guidelines

- Both the school and business should voluntarily undertake the partnership for the sole purpose of the enrichment and support of the educational environment for students.
- Communication between partners is the key to success.
- Both partners should emphasize the positive; translate “problems” into “opportunities” for partnership activity.
- Both partners should make an effort to become familiar with the other’s organization.
- Each partnership is unique and autonomous and should be free to develop activities based on individual needs and resources.
- Emphasis should be on the human resources of the business partner; time, expertise and experience.
- Plans for activities should be specific and written, with time given for planning and evaluation of success.
- The most successful partnerships are those in which the chief executive is involved (i.e., the school principal and the business owner/manager).
- The school is legally responsible for the welfare of its students and staff; therefore, the school has the final approval of all partnership activities.
- The partnership should be open to soliciting the help of other community resources to aid in addressing identified “opportunities.”
- The partners should be careful not to make excessive demands on each other.
- School partners should take every opportunity to publicly thank and recognize business partners.
- Both partners should participate in identifying needs; the business partner may have ideas overlooked by school personnel.
- Projects and activities that involve curriculum changes should be channeled through appropriate district procedures.
- Partnership activities should achieve the end result of benefiting students.

b. Partnership Goal Setting Process

Action Plan: Goals and Objectives

Creating a plan of action is at the heart of a successful partnership. This process is just one way schools can facilitate making plans for partnership involvement. This process is optional based on need. There are eight specific components to include:

1. Clear, well-stated goal(s) which may be related to the school's improvement plan.
2. Clear, measurable objectives.
3. Action plans to achieve each objective (include who has responsibility, resources needed, and time).
4. Additional time line detailing dates, responsibility, milestones, and outcomes.
5. Guidelines for monitoring progress.
6. Budget and resources required.
7. Specific methods and times to measure outcomes.
8. Provisions for midcourse review of the plan.

After the partners have agreed on these components, your success will be determined by their ability to gain support and participation from their respective organizations.

Setting Goals and Objectives

A GOAL is a broad statement of purpose for the partnership and is measurable.

An OBJECTIVE is a statement of intent for an aspect of the partnership, and is measurable, specific, and determines the focus of evaluation.

Overall Evaluation

Each year the school/district and the partner should sit down to discuss the goals of the partnership and assess the achievements of the relationship. Partners should discuss possible renewal of the agreement including changes or needs for continued success.

Retention and Recognition

Instrumental in maintaining an effective business/education partnership program is keeping the partners involved over a period of years. Those corporate volunteers who assist staff or students, such as mentoring or tutoring, will be more apt to come back again if they see positive results from their involvement the first year. The goal is to keep the partnership intact as long as the partners continue to have resources to share with one another.

c. The A – B – C's of Recruiting New Partners

Assess your school needs.

What kind of help do you need? Brainstorm with school staff, faculty and administration, and consult School Improvement Plans (SIP's). Outline your needs on paper so that you'll have something to refer to when you visit with a potential partner.

Be sure to target the right partner.

Brainstorm possible solutions/resources that would be necessary to meet those needs. How can a partner help you? Try to match the project to the partner – i.e. if your project will require an abundance of human resource capital, you should approach a partner with lots of manpower.

Brainstorm who in the community could provide these resources and compile a list of prospective partners who could meet these needs. If possible, you should target a business which is located near your school. Involving nearby partners helps you build positive community attitudes for your school.

Don't forget to assess what your school will be able to do for your partner – remember this is a partnership.

Contact your prospective partner – BUT NOT BEFORE you do your homework!

Once you decide which business to approach, find out who a good contact person would be – start with the receptionist or ask for the human resources department. Do you need to go through a regional or district office first?

Check with the Santa Rosa County District School volunteer office to determine whether or not your target partner is already involved as a partner elsewhere.

A phone call is often the best initial contact, but you may wish to broach the subject with a letter. In either case, remember to follow-up on your initial contact.

Ask for a meeting at the school. Be sure the school is expecting company on the day of the visit. Invite the principal to join you and offer a tour of the school facilities. Make your visitor feel welcome and comfortable with your school right from the start.

Have your information organized (partner packets are available through the school volunteer office) and be ready with specific suggestions about how your visitor could become involved as a partner. Your first meeting may only be the first in a series needed to work out details, so remember...If the partner agrees to get involved, confirm your respective roles in writing as you each sign the Partners In Education Partnership Agreement.

IV. Survey to Assess Needs of Each Partner

The survey provided is simply a resource for working with partners to determine the extent of the partnership activities and to discuss various ways the organizations can work together to meet common goals.

PARTNERS IN EDUCATION SURVEY

(For Use by School or Business Partner)

Type of Organization: Business School Community Organization

Date: _____

Name: _____

Address: _____

Phone: _____ Fax: _____ # of Employees: _____ # of Students/Staff _____

Partnerships are two-way relationships. This form is a guide to help you assess the needs of a business/school partnership. Please check those areas of interest to your organization. Your responses will allow us to establish a partnership which will best respond to individual resources and needs.

Mission/Purpose of Your Organization: _____

NEED **RESOURCE**

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Provide staff to serve as tutors and/or mentors. |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide employees, knowledgeable in specific curriculum areas, to augment presentations. Please specify each area as a need or resource: |
| <input type="checkbox"/> | <input type="checkbox"/> | Be involved with the school improvement process. Assist with the development of goals and identification of resources to achieve goals. |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide incentive and recognition programs for grades, attendance, behavior improvement, scholarships, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Contribute materials, equipment, books, periodicals, newspapers, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Work with identified programs. Please specify: |
| <input type="checkbox"/> | <input type="checkbox"/> | Work with special clubs or programs. Please specify each as need/resource: |
| <input type="checkbox"/> | <input type="checkbox"/> | Encourage employees to work with students individually. |
| <input type="checkbox"/> | <input type="checkbox"/> | Participate in Career Education Day. |

- Provided career shadowing/career mentor opportunities.
- Conduct presentations on careers, job trends, educational requirements, etc.
- Provide instruction on employability skills, resume writing, interviewing skills, job research techniques.
- Facilitate field trips to businesses.
- Provide part-time or summer jobs.
- Offer student internships.

NEED RESOURCE

- Facilitate mock trials/interviews.
- Enhance community/education image.
- Promote partnership activities to parents and the community.
- Initiate press releases of partnership activities.
- Display student projects at business sites.
- Attend student group performances.
- Other (specify): _____

- Boost employee morale through involvement in a rewarding program.
- Generate thank you letters from students.
- Invite partners to school social events.
- Conduct VIP tours of school facility.
- Provide volunteer recognition programs.
- Other (specify): _____

- Provide training opportunities for employees/students.
- Sponsor co-curricular or extracurricular clubs. Specify area:
- Assist with fundraising activities.
- Other ideas; please specify: _____

V. Partner Roles

a. Responsibilities of the Liaison

The individual at your business, agency or organization who will act as the point of contact for your new partnership is the Partner Liaison. This person would be responsible to...

...**COORDINATE** as needed with the School Partner Coordinator (the person who serves as the school's point of contact for this new partnership) and other partner contacts in matching needs with available resources.

...**MAINTAIN RECORDS** as deemed appropriate for your business, agency, or organization to document your involvement with the schools.

- ◆ See that partner agreement forms are completed each year.
- ◆ See that participating employees/members receive volunteer information and complete volunteer applications if they are providing personal service at the partner school site.

...**ASSIST WITH PUBLIC RELATIONS** by collecting/maintaining information and photographs of partner activities in which you participate for possible use in your internal publications, school or school district publications, or chamber publications.

b. Samples of Successful Partnership Activities

Business Partners have . . .

- included school administration in company-sponsored management training seminars.
- assisted school in finding speakers for special events.
- released employees and helped find other people for career talks.
- helped school design and print a newsletter and provided expertise and funds for printing.
- mdesigned a computer program and used the company data processing system to schedule students for a special activity period each month.
- helped a school for exceptional students develop a marketing plan for student-made products.
- provided book covers with company name for all students.
- offered summer employment to outstanding students at a local high school.
- purchased tickets to a play for all students who had improved their grade point averages a letter or more.
- planned tours of their facilities combined with a full day of special activities to teach principles of the free - - enterprise
- hosted a barbecue and donated prizes for honor roll students.

Civic Organizations have . . .

- volunteered members to review skills with students, one-on-one
- assigned members to help seniors, who were planning to enter the labor force after graduation, find jobs.
- sponsored high school debate clubs and paid travel expenses to state and regional competitions.
- awarded the school's outstanding teacher a weekend at the beach.
- provided kickoff dinner for members of school accreditation team.

Businesses and agencies have . . .

- provided release-time for employees to tutor and/or mentor students.
- provided speakers and displays for classrooms and career days.
- provided personnel to career or executive shadow at their worksites.

Businesses, agencies and organizations have . . .

- sponsored a monthly writing contest.
- sponsored beautification projects.
- worked together to provide incentives for student improvement. A group of partners hosted
- a barbecue for honor roll students.