

Chapman Elementary School



School Volunteer

**Handbook
2009-2010**

Scott Choate, Principal

Chapman PTA

President - Dana Sacks
Volunteer Coordinators – Myndi Brand,
Stephanie Dickinson, Katharine Sammons

School Volunteer Program

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**Helping children is what teaching,
parenting, and volunteering is all about –
a shared venture,
a cooperative undertaking,
a labor of love.**

Chapman Elementary School

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Message from the Chapman PTA

Chapman's PTA is recruiting school volunteers. Your involvement and participation make a difference and our children benefit. The research is clear that excellent schools have parents and community members who are actively engaged in supporting schools.

Please take a moment to review the volunteer opportunities identified in this booklet and mark your preferences on the ***Volunteer Registration*** form. You will find many areas where parent and community volunteers are needed. Select those areas that best match your time, interests, and skills.

Welcome! You are joining a group of dedicated volunteers who support Chapman Elementary School and strong programs for our children. Your service is needed and appreciated.

Volunteer Registration forms may be turned in the school office or your child's teacher. Thanks!

Sincerely,

Dana Sacks, PTA President
danae.sacks@comcast.net

Message from Chapman Principal

Chapman Elementary School welcomes parent and community volunteers. **We need and want your involvement!**

Chapman has an excellent staff of dedicated teachers and staff. However, our volunteers make a significant difference by extending the work of Chapman's staff. Volunteering is a great way to become better acquainted while contributing valuable support to our students and programs.

Sincerely,

Scott Choate, Principal



Goals of Volunteer Program

- To enlist and strengthen the cooperation of parents and the community in the education of children.
- To provide volunteer help to the school, staff, and classroom teacher to better meet the needs of individual children.
- To develop an environment that encourages friendly communication among the home, school, and community.

Volunteer Booklet

The purpose of this Volunteer Booklet is to assist you in your role as a volunteer at Chapman Elementary School. As a volunteer you are an important part of our educational team.

Criminal History Background Checks

Portland Public Schools take every precaution to ensure the safety of our children. All school volunteers must complete a **Criminal History Verification of Applicants** form. These background checks need to be renewed every three years. The school office maintains a list of approved volunteers and will gladly check to see if your paperwork is current.

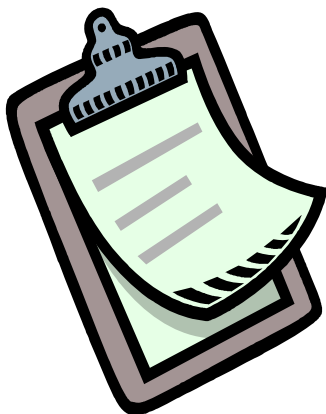
Criminal History Verification of Applicants forms are included in the **Chapman Back to School Kit** and are available in the school office. The cost for running the criminal background check is \$5.00. Please help us defray this cost by including a check with your completed form. Your \$5.00 check should be made out to Chapman School.

Medical Information for Volunteers

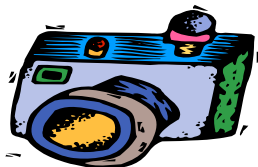
The safety of our volunteers is also important and we need to have emergency information on file for our volunteers. Thank you for completing the **Medical Information Form for Volunteers** found on the reverse of the **Criminal History** form.

Check-In Procedures & Name Badges

All Chapman volunteers are asked to sign-in and pick-up a badge before reporting to their volunteer assignment. **This is a safety precaution that is necessary for school staff to account for everyone who is in the building.**



The Electronic Volunteer Log and name badges are located in the office so volunteers are able to quickly and easily sign-in, sign-out to the electronic system, and pick up and return name badges. Because the Electronic Volunteer Log automatically tracks volunteer hours, it is very important to remember to sign-out of the system before you leave the building. Your cooperation with this procedure is very much appreciated.



Regular volunteers will be photographed and provided a "Volunteer Badge." Please see Jan Tullis in room 19 for a digital photograph and new badge.

Orientation & Volunteer Training

Chapman will provide an orientation for all school volunteers. Specialized training will be available for some of the volunteer jobs. Please watch your weekly Spotlight newsletter for more information about the orientation and training opportunities.

Keys to Success

Dependability

School volunteers are important and do make a difference. Volunteer time is most effective when the commitment is taken seriously and the school can count on the volunteer.



Occasionally a volunteer will be ill or not be available for their regularly scheduled time. In these situations a telephone message to the school is very much appreciated. Arriving **punctually** is essential for many classroom activities; the children and teacher are counting on you for a specific time.

Professionalism

School volunteers serve as adult role models for the children at Chapman. Therefore the use of good judgment and professional attitudes is very important.

Confidentiality

As a matter of professional ethics, and Federal Law, school volunteers need to be careful **not** to share information regarding individual students, staff members, or any school records, or files with unauthorized persons. It is extremely important that confidentiality be maintained at all times. This respect for the privacy of others is essential.

Following Directions & Asking Questions

School staff members should provide the volunteer with clear directions for all tasks. The school volunteer should feel comfortable in asking questions and seeking clarification.

Communication

Talking with school staff members and sharing ideas, feelings, and suggestions is important. Most issues can be effectively resolved with good communication.

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Special Events

Volunteer Opportunities

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Volunteer Opportunities

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Regular & Year-Long Opportunities

Volunteer Job Descriptions

Room Parents

Room parents help coordinate activities and events within a specific classroom. They communicate with other parents about volunteer needs for the classroom, volunteer needs for the school, and upcoming activities and events.

This job involves contacting other parents and may be completed during the school day or in the evenings.

Classroom Volunteers

Classroom volunteers assist teachers in the classroom, help with projects, clerical tasks, special needs, work with students one-on-one, or work with students in small learning groups.

Remember you are not limited to volunteering in your child's classroom. Not all classrooms need the same type of assistance, so let us know what your interests are and we'll try to match you with just the right spot.

Tutor or Mentor an Individual Student

All students benefit from one-on-one attention. Math, reading, writing, and science are all areas where individual attention can be especially important.

Volunteer tutors listen to students read aloud, provide individual coaching with math facts and problem solving, encourage writers, or show interest in a student who may need special attention.



Regular & Year-Long Opportunities

Volunteer Job Descriptions

Assist a Small Learning Group

Share your enthusiasm for learning with a small group of students. The classroom teacher coordinates the instructional plans for these small groups, but the small group volunteer works with several students encouraging both the development of specific skills and confidence.



Please mark your **Volunteer Registration** form with your areas of interest and expertise. Reading, writing, math, and science are all areas where volunteers may be able to assist with small learning groups.

- ❖ The classroom teacher establishes a time schedule for this job.

Field Trip Chaperones



Field trips extend learning beyond the school walls and chaperones help make these expeditions possible. Please mark your form and let your child's teacher know if you are available to help with school field trips.

Recess Monitor

Lunch recess is a busy and active time. Students benefit from have extra adult supervision. Chapman staff need help monitoring the playground from 11:15 AM until 12:30 PM daily. Please let us know what days you can help

Regular & Year-Long Opportunities

Volunteer Job Descriptions

Spotlight Collating and Distribution

Volunteers help copy, collate, and distribute the **Spotlight**, Chapman's weekly newsletter. A small group of volunteers work cooperatively to complete this task between 8:00 and 8:45 on Monday mornings (or the first school day of the week).



Library Assistants

Chapman's library is a very busy place. Volunteers assist with shelving books, clerical tasks, and checking books in and out of the library. The school librarian coordinates the schedule for library volunteers and provides training.

Bulletin Boards

Volunteers help maintain hallway bulletin boards with rotating displays which celebrate class projects and school events. Some of this work may be completed at home and then assembled at school.

Chapman T-Shirt Sales

Volunteers manage the inventory and sales of Chapman t-shirts. Katie Stevens is the 2009-2010 coordinator and can be reached at josteve171@q.com.

Special Projects & Skills

Volunteer Job Descriptions

Coordinator of Chapman Directory

Each year the PTA publishes a school directory to be used as a resource by Chapman families. LaVon Murphy is organizing the production of the directory and will oversee the data entry, advertising, printing, and distribution.

Data Entry Chapman Directory

Volunteers enter data from the "Big Yellow Form" into the directory database. This work needs to be completed during September.

Printing & Distribution of the Chapman Directory

A volunteer arranges to have the directory printed and distributes the directories to those families who have pre-ordered and purchased a directory.

Spotlight Editor

The Chapman Spotlight is published once each week. The editor compiles all of the articles and information into a document that is ready to be printed and sent out electronically. This position requires expertise in publishing and technology. The editor works closely with the principal and PTA president. LaVon Murphy is our 2009-2010 editor and can be reached at lavonmarie@gmail.com.

Special Projects & Skills

Volunteer Job Descriptions

Grant Writing

These volunteers help locate and write grants to benefit Chapman's program. This work is carefully coordinated with the school principal, the PTA, and Foundation.

Webmaster

This volunteer helps to maintain and manage Chapman and PTA websites. This position requires website experience and expertise. Peggy Meyer will continue as Chapman's Webmaster.



Fifth Grade Photo Archivists

Photographers record events throughout the school year in preparation for a presentation at the Fifth Grade Promotion ceremony. Fifth grade students also receive a copy of this electronic memory book. This job requires photography and technology expertise.

Garden Conservation

Chapman families help the school gardens thrive though out the school year. Work parties are organized to maintain and enhance our beautiful grounds.

Special Events

Volunteer Job Descriptions

AUGUST EVENTS

Assemble First Day "Back to School" Packets

Volunteers assemble the packets of information students receive on the first day of school. This team is scheduled to work one day the last week in August before the school year begins.

Community Care Day

A group of dedicated volunteers come together to work on cleaning up Chapman's campus. Tasks include weeding; edging, pruning, and general clean up of the grounds. The volunteers work between 9:00 am and 12:00 Noon.



Special Events

Volunteer Job Descriptions

SEPTEMBER EVENTS

Ice Cream Social

All Chapman families are invited to welcome in the new school year at the annual Ice Cream Social the Thursday before school begins from 3:00 to 4:30 pm. This is the day that classroom rosters are posted. PTA volunteers purchase and distribute the ice cream for this event.

Kindergarten Welcome

A short program is presented for parents on this memorable first day. Volunteers help greet and reassure parents who may be apprehensive about this developmental milestone.

Swift Family Picnic

Volunteers create posters promoting this event, write an announcement for the **Spotlight**, and help pick-up the grounds after the picnic.

School Picture Day Helpers

School picture volunteers assist teachers and photographers with school pictures. This job involves organizing students and simple clerical tasks.

Special Events

Volunteer Job Descriptions



OCTOBER EVENTS

PTA Book Fair

Each year PTA volunteers manage the Scholastic Book Fair. Volunteers are needed from 7:30 to 8:30 for morning sales, from 2:00 to 3:00 for afternoon sales, and from 6:00 to 8:00 for the Wednesday evening family event. Volunteers also organize and supervise special activities for the evening event.

School Picture Retakes

School picture volunteers assist teachers and photographers with school pictures. This job involves organizing students and simple clerical tasks.

Grandparents & Special Friends Day Costume Parade

Volunteers plan, decorate, and serve coffee and simple refreshments for Grandparents and Special Friends Day. Other volunteers assist students with their costumes in preparation for the costume parade.

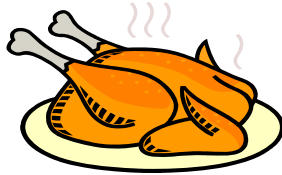
Special Events

Volunteer Job Descriptions

NOVEMBER EVENTS

Holiday Gift Baskets

PTA Outreach assembles holiday food baskets for families in need. The Outreach coordinators may be contacted by leaving a message in their mailbox in the Chapman office.



Chapman Auction

Volunteer

Volunteers assist with the identification, organization, and storage of auction items. Follow-up calls to gather additional information about auction items is part of this job.

Auction Procurement

Auction procurement volunteers call and/or visit merchants to ask for donations. This is a vital part of making Chapman's auction successful.

Catalog Editor

The editor reviews database entries on a weekly basis and corrects any spelling or grammatical errors.



Reservations Clerk

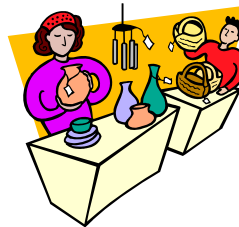
This volunteer manages ticket reservations and enters guest information into the computer database.

Publicity

The publicity volunteers send press releases to the media, manage the distribution of auction catalogs, deliver flyers to local businesses, and post flyers around the school. Decorations Volunteers help decorate the school to promote the auction and create displays for the evening of the auction.

Silent Auction Table Captain, Shift 1

Volunteer table captains monitor the silent auction tables between 4:30 and 6:00 pm on the evening of the auction.



Silent Auction Table Captain, Shift 2

The second shift of table captains monitor the silent auction tables between 6:00 and 7:30 pm. They are responsible for closing out the bid sheets and marking the winning bidder.

Floor Manager

The floor manager assists the table captains with the silent auction items from 4:30 to 7:30 pm.

Take Down Volunteers

These volunteers spring into action after the auction (9:00 to 10:00 pm immediately following the auction) to pack up display boards and remove decorations.

Special Events

Volunteer Job Descriptions

JANUARY EVENTS

Vision, Dental and Hearing Screening

Volunteers assist teachers by leading groups of students to the screening area(s).

FEBRUARY EVENTS

Candy Sale

This is the Chapman PTA's second Candy Sale. Christian Buchholz cvbuchholz@comcast.net is the coordinator for this fundraising event. Volunteers are needed to organize sales and distribute candy to ensure our success in raising funds for the PTA.

K-1-2 Musical Performance

Volunteers provide a great deal of support for Chapman's musical productions.

Fall 2010 Kindergarten Information Meeting

Chapman hosts a winter informational meeting for families with children who will be attending kindergarten in the fall of 2010. Volunteers assist with guiding tours and answering questions about Chapman the program at 9:00 in the morning.

Special Events

Volunteer Job Descriptions

MARCH EVENTS

Science & Math Festival

Students are engaged in a wide variety of science and math activities as part of this festival. A steering committee of parents, teachers, community volunteers, and the principal plan this event. Anyone interested in leading a session should contact the event coordinator. Volunteers are also needed to assist with this event.



Special Events

Volunteer Job Descriptions

APRIL EVENTS

Run for the Arts

Volunteers work with Chapman's P.E. teacher, Mr. Doi, to count laps and cheer for the kids during the Run for the Arts event. Funds raised support Young Audience Artists in Residence at Chapman.

Street of "Eames"

Portland's Modern Homes Tour

This is Chapman Educational Foundation 5th Annual Modern Homes Tour featuring select modern residential architecture across the city. Excitement is already building around this event and volunteer opportunities abound. Some roles may involve work over several months; others are more focused and may take a couple of hours or a couple of days depending on your interest and availability. If you are interested in modern architecture and Portland homes, this is the volunteer opportunity you've been waiting for! Share your talents and interests and help raise money to support programs at Chapman. Please consider one of the following roles:



- Tour development
- Research and writing about homes on the tour
- Ticket sales and distribution
- Marketing and publicity
- Tour logistics coordination
- Tour docents

Contact Sherri Nee for more information about Chapman's Modern Home Tour and how you can be a part of this exciting endeavor. sherri_nee@yahoo.com

Special Events

Volunteer Job Descriptions

APRIL EVENTS

Art Ball and Talent Show

Volunteers and school staff work collaboratively to transform Chapman into an art gallery for the evening of April 22nd. This event celebrates student work, particularly art and writing.

Student Projects

Volunteers collaborate with teachers in developing projects for students. These projects frequently require increased levels of adult supervision.

Display Set-Up

The day of the art ball volunteers help prepare displays to showcase student work.

Performing Arts

A volunteer organizes the performing arts portion of the Art Ball.

Special Events

Volunteer Job Descriptions

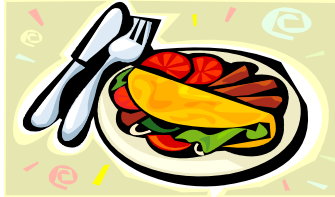
MAY EVENTS

Teacher & Staff Appreciation Week -

Volunteers organize treats to honor Chapman's teachers and staff as a part of this special week.

Staff Luncheon

As part of Teacher and Staff Appreciation week, Volunteers organize a special luncheon for teachers. The staff room is decorated, food prepared, and Chapman staff are pampered.



Spring Kindergarten Roundup

Students who will be enrolled in Chapman's kindergarten in the fall of 2010 participate in the Spring Kindergarten Roundup. Current kindergarten students welcome the incoming students with a short program and then students and their parents visit classrooms and the school. Volunteers assist with directions and answering questions about Chapman. Volunteers are needed for the program from 9:00 to 10:30 in the morning.



Special Events

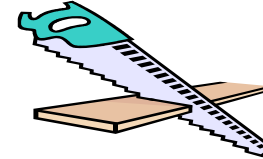
Volunteer Job Descriptions

JUNE EVENTS

3-4-5 Musical

Lead Volunteer Coordinator

Bring your organizational skills and keep the team on track.



Design & Build Sets

Volunteers assist in designing and building sets for the production.

Make-Up

Volunteers assist with make-up for the actors and actresses just prior to show time.



Costumes

Volunteers help design and make costumes for the musical. Grade level coordinators work with families to ensure all students are prepared.

Other Projects as Needed

Producing a major musical requires a great deal of work and volunteers are needed to support a variety of tasks. Volunteers provide a great deal of support for Chapman's musical productions.

Program Design

Volunteers design and produce the musical program.

Special Events

Volunteer Job Descriptions

JUNE EVENTS

Book Fair

Each year PTA volunteers manage the Scholastic Book Fair. Volunteers are needed from 7:30 to 8:30 for morning sales, from 2:00 to 3:00 for afternoon sales

Field Day

The annual Field Day engages students in a number of interactive games. Student helpers and parent volunteers direct the activities for this event. Mr. Doi coordinates the event and works closely with the volunteers.

Fifth Grade Promotion

The fifth grade promotion notes the conclusion of elementary school. Following this informal ceremony parent volunteers organize a special luncheon and a variety of activities for the fifth grade students.

Volunteer Policies & Regulations

The Board of Education (7.20.20 & 7.20.21) recognizes that patrons volunteering their services in the schools can provide valuable assistance to the instructional program, to school personnel, and to the educational enrichment opportunities of Portland students. A volunteer is defined as a non-paid person assisting under the direction of a responsible teacher or administrator. The Board of Education actively encourages volunteer participation by individuals and groups in local schools, District and region-level capacities, and various specialized educational programs of the District.

Principal or Program Administrators

The success of a volunteer program on the local or program level depends upon the support of the school principal or assigned administrator. The principal or program administrator is encouraged to appoint a volunteer coordinator, or to work cooperatively with a PTA appointed coordinator, to handle day-to-day details. The principal or program administrator has the final decision for direction of the local school volunteer program.

Services of Volunteers

Volunteers' services include but are not limited to the following:

- a. Instructional volunteers provide direct service to students and staff. Services to students are supervised by a teacher.
- b. Resource volunteers, under the supervision of a teacher, provide curriculum enrichment for students on an occasional basis.
- c. Organization volunteers make up the school community organizations (PTA and others) and provide counsel to school and District administrators.

Status of Volunteers

Volunteers may be utilized to assist District personnel in local school and District programs. The teacher or program administrator retains responsibility for supervising, diagnosing, prescribing, instructing and evaluating students.

- a. The acceptance and utilization of service of any person on a voluntary basis shall be at the discretion of the school system, and the utilization of such services may be discontinued by the school system at any time.
- b. Volunteers will be defended by the District for the purposes of liability for injuries caused by District fault while serving within the scope of duty.
- c. No offer of voluntary services by any otherwise qualified person shall be rejected on the basis of race, color, religion, national origin, gender, age, marital status, citizenship status, political affiliation, handicapping conditions, or any other basis of unlawful discrimination.
- d. Available volunteer services shall not be used as the basis for a reduction in force.
- e. Volunteers shall not engage in political or religious activities while on School District premises and while performing School District duties.

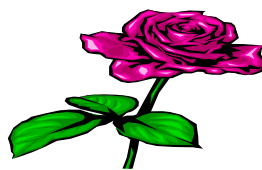


Volunteer Service Appreciated

Your volunteer service is appreciated! Volunteering is one way of making a positive difference in your school. Volunteers provide countless hours of special support to Chapman's educational program and children.

Children thrive with encouragement and personal support. Few rewards can match a child's smile or seeing that expression of understanding when a child learns something new.

Volunteer Appreciation Tea



Each year, the staff at Chapman hosts a special tea to honor and thank volunteers. Please mark your calendar and plan to attend this celebration.

You Are Invited

- Who:** Chapman Volunteers
- What:** Volunteer Appreciation Tea
Refreshments
Child Care Provided
- When:** June 8, 2010
2:15 to 3:15 pm
- Where:** Chapman Cafeteria
- Why:** Thank You for
Your Service to Chapman

Portland Public Schools



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