



# Volunteer Form

Sunset Elementary



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Welcome to another action packed and fun filled school year at Sunset Elementary School! There are so many events, activities and necessary functions that occur throughout the school year. All of them need people to plan, coordinate, and staff them! **Please read the following information carefully and consider how and where you can fit into the life of your child's school.** Some of these activities require small time commitments of less than one hour per month, while some of them are one day, single-shift opportunities. Your children need you now more than ever to be a part of their school life. **Volunteer!**

Please indicate any area(s) in which you would like to help and return to school with your child.

**PLEASE PRINT CLEARLY:**

Parent Name (Required)

Student Name                      Grade                      Teacher

Email (Required) email is the primary means of communication

Student Name                      Grade                      Teacher

Address

Student Name                      Grade                      Teacher

Telephone - Home (Requested)

Student Name                      Grade                      Teacher

Telephone - Work or Cell

**I want to volunteer for the following:**

- Yes, I can help anywhere** - please contact me!
- Yes, I can volunteer, I have checked the activities that I am interested in below.
- Yes, I want to volunteer but need 'things to do' from home.
- Yes, I want to donate my expertise in a certain area. Area: \_\_\_\_\_
- Yes, I can help bring in donations, speakers, and/or services. Please specify: \_\_\_\_\_

## Volunteer Areas

Chair/Co-chair  
Assist

### Regular On-Site Volunteering

- Classroom Volunteer
- Media Center
- Room Parent
- Events Hospitality

### Periodic On-Site Volunteering

- Fall Catalog (Fall)
- Miami Heat Game (Fall)
- Book Fair (Fall & Spring)
- PTA All Hands Meetings (3/year)
- Holiday Shoppe (Winter)
- Science Fair (Winter)
- Spring Bazaar (Spring)
- Cookbook (Spring)

### Ongoing Fundraisers

- PTA Store
- Target Red Card
- Direct Donation Program

Chair/Co-chair  
Assist

### PTA Programs

- Reflections (Winter)
- Book Swap
- Health & Wellness Activities
- School Spirit
- Teacher Appreciation Events
- Fitness Day (Spring)

### School-Wide Celebrations/Events

- Hispanic Heritage (Oct.)
- International Nights Under the Stars (Nov.)
- Multicultural Student Exchange (Dec.)
- Black History (Feb.)
- Career Day (Spring)
- Literature Events

### Virtual (off-site) Volunteering

- PTA Membership
- Volunteer Database
- School Directory

(Data Entry Use)  
 Entered  
 Needs Phone Call



## VOLUNTEER POLICIES AND GUIDELINES

*I have read the Miami-Dade County Public Schools' Volunteer Policies and Guidelines and agree to abide by the stipulations.*

Name: \_\_\_\_\_

Date: \_\_\_\_\_

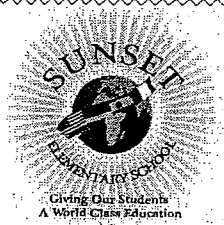
Signature: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

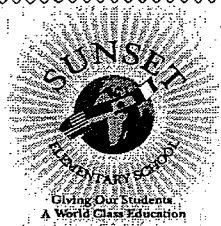


## VOLUNTEER POLICIES AND GUIDELINES

*Board Rule 6Gx13- 1B-1.01*

All volunteers must register online through the Miami-Dade County Public Schools' portal before being placed, in a school, or beginning service as a school volunteer and successfully complete a background check.

1. A driver's license or an appropriate photo identification card (ID) (passport, school ID, etc.,) must be provided at the time of registration.
2. Upon registration, volunteers must wait until they receive notice from the school or worksite to begin service.
3. Any volunteer who registers must successfully complete the registration and background check process delineated in administrative policies annually approved by the Superintendent of Schools. If significant changes occur in the background check process, the School Board will be notified by the Office of the Superintendent of Schools. Volunteers must report any criminal proceedings, including those, which may occur after a background check, to school authorities immediately.
4. Once approved, all volunteers must sign in and out at a designated location in the school before proceeding to their volunteer site. This is required for purposes of liability and to know the location of a volunteer in case of an emergency.
5. All volunteers must wear an identifying badge, such as the School Volunteer Program button, whenever volunteering.
6. Volunteers are to always serve as positive role models. A school volunteer **MUST ALWAYS:** use appropriate language; discuss age-appropriate topics; refrain from inappropriately touching students; refrain from disciplining students (behaviors needing discipline should be directed to the appropriate teacher or staff member); and refrain from giving students gifts, rewards, or food items of any kind without the teacher's permission.



## **VOLUNTEER POLICIES AND GUIDELINES**

7. For liability reasons, volunteers must leave preschoolers or children not registered in the school, at home.
8. Volunteers may not be left alone to supervise a group of students. The visual and auditory presence of a Miami-Dade County Public Schools' employee must be maintained at all times.
9. Volunteers **MUST** keep **CONFIDENTIAL** any information about a student or any school-related incident. If there is a safety concern or an emergency issue, it must immediately be communicated to someone in authority.
10. Volunteers should notify the front office if an illness or emergency prohibits them from attending a scheduled volunteer shift. Volunteers should be prompt and dependable.
11. The dress code for volunteers should be appropriate at all times.
12. Volunteers, under the supervision of the school volunteer liaison, should maintain a sign in sheet for volunteer activities and service. If service is provided after school or in the evenings, the beginning-ending time frame of the activity should be written. This record sheet should be submitted to the School Volunteer Liaison during the next visit to the worksite.
13. Volunteers and staff members must adhere to School Board Rules, 6Gx13-4A-1.21 Responsibilities and Duties, and 6Gx13- 4-1.09, Employee Student Relationships.
14. Each school principal or work site supervisor may set additional policies with respect to volunteer involvement. A volunteer's service may be terminated at any time, either at the discretion of the principal, Miami-Dade County Public Schools, or the volunteer.

# Become a School Volunteer



\*Note: If you are a Parent/Guardian with a joint Parent Account, and both Parents/Guardians would like to participate in the volunteer program, one Parent/Guardian will use the Parent Account to apply for the volunteer program through the Parent Portal. The other Parent/Guardian must register through the Community Portal to obtain a Community Account. Detailed information about the process is available in the **parent community volunteer user guide**.

## NEW SCHOOL VOLUNTEERS AND \*\*MENTORS

To register you need a parent or community account

1. Using your parent or community account credentials (*user name and password*) log into one of the listed portals:
  - o Parents will log into (Parent Portal);
  - o M-DCPS Students (Student Portal)
  - o M-DCPS Employees (Employee Portal) and;
  - o all other volunteers will log into the (Community Portal).
2. Click the **Services and Sites** tab at the top
3. Click on the "**Be a School Volunteer**" link
4. Choose your school(s) and activity(ies) in which you wish to volunteer
5. Go to your selected school/location and show your identification

## EXISTING SCHOOL VOLUNTEERS AND MENTORS

- School volunteers approved by schools during the 2009-2010 school year **WILL NOT** have to re-register for the 2010-2011 school year.
- However, volunteers WILL have to log into the parent or community portal and re-select the school(s) and activity(ies) that they wish to participate in for the 2010-2011 school year and then be re-approved on a school by school basis.
- After logging in, volunteers should follow steps 2 through 5 above.

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## Fingerprint Procedures

For the identified high security positions, these persons must undergo a full fingerprint check with Miami-Dade County Public Schools:

- The registration form must be entered into the database biography records.
  - Click button to request fingerprint.
  - Applicant must call the fingerprint office 305/995-7472 to schedule their time at least 24 hours prior to the requested date. Clearance of records will take no more than 72 hours if there are no records issues.
  - An M-DCPS Fingerprint letter must be given to the volunteer explaining the location, the hours and process for fingerprint. This letter must be obtained through the School Volunteer Program Office.
  - They must have a copy of their Social Security card, driver's license, and their SVP registration form.
  - Once *cleared* by the School Volunteer Office, schools will be notified electronically.
  - They may begin service and should receive the same materials and training as stated in #5 of registration process.
  - However, if the record indicates criminal history, the volunteer's records will be submitted for review.
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## Levels of Volunteers

Miami-Dade County Public Schools' Volunteer Program has two levels of volunteers:

Level I: All volunteers with the exception of the "high security" positions.

Level II: 5 identified "High security" positions:

- **Certified Volunteer:** M-DCPS offers a certification program for interested persons who wish to support community involvement initiatives within the school system by assisting with the management of school volunteers or the School Volunteer Program. A 3-hour course is required as well as successful fingerprint completion.
- **Listener/ Oyente:** M-DCPS, in conjunction with the Francine and Herb Tobin Foundation, offers this very special program for interested volunteers who wish to be trained as "special friends" for students under the direction of a counselor. Listeners/Oyentes help students learn to express themselves and clarify issues. A 4-hour training and certification is required as well as successful fingerprinting completion.
- **Overnight Chaperone:** This is defined as a volunteer who chaperones student groups and participates in sleeping arrangements with students. Overnight Chaperones are listed on official field trip forms.
- **Physical Education Assistant (all grade levels) - Athletic Assistant (Middle School only):** A Physical Education Assistant is any volunteer who assists during physical education classes. An Athletic Assistant is a volunteer at the middle school level, who assists during athletic activities. This is a person who would have interaction with students. Successful fingerprinting completion is required.
- **Mentor:** For the purposes of M-DCPS, a mentor has a very special role. It is distinguished from a purely tutorial role. Mentors are volunteers who are placed one-on-one with students or in small groups. Their role is to provide a support system for the students. Mentors may help with, but are not limited to, career planning, conflict resolution, academic encouragement, buddy systems, self-esteem building or decision-making skills. Mentors may tutor, but tutors may not mentor unless they successfully complete the Level II background check.