



***Our Network for
Education***

School Staff & Parent Leaders

**Guide for Working with
Volunteers**



Success in life has nothing to do with what you gain in life or accomplish for yourself. It's what you do for others.

--Danny Thomas

As parent leaders and educators, you know that the strength and future of our community is reliant upon our youth. Our District is very fortunate to have parents and community members who voluntarily give up their time for our students. They are an important partner in one of the most important jobs there is, educating our youth.

It's because of this partnership we've created O.N.E., Our Network for Education. The O.N.E. Program falls under the District Key Interest: "Foster mutually beneficial partnerships and collaborations that expand learning opportunities and resources." Each school's volunteer program reflects the unique needs of their students and the district-wide program provides an umbrella of support and assistance to each school.

To assist in this partnership, we've created this guide offering specific information to make the volunteer experience a rewarding one.

Please note that all forms and information can be found on the O.N.E. web page via the District website. If you have further questions or need additional information, please contact me at rhagedor@wausauschools.org or 715.261.0584.

Thank you! Our Network for Education makes a positive difference in our children's future!

Roxane Hagedorn
Volunteer & Community Involvement Coordinator

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Benefits of Volunteers in Schools

The Wausau School District recognizes the important contributions of volunteers. There are endless benefits of having volunteers from the community involved in our schools.

- ❖ **For students**...benefits may include increased individual attention, learning a new skill or enriching an existing one, an accepting environment for learning reinforcement, a chance to succeed and build self-esteem, having a caring adult role model, developing an understanding of volunteerism and what it is to give of one's talents and time.
- ❖ **For volunteers**...benefits may include personal satisfaction from helping children and giving back to the community, the opportunity to learn new skills or polish existing ones, an opportunity to share your passions and expertise, a greater level of health and quality of life and an increased knowledge and sense of connection to the Wausau School District.
- ❖ **For our schools**...benefits may include the fostering of a positive public image within the community, an opportunity for assistance in meeting the vision and goals for student achievement, increased service and support for our students and assistance with roles and responsibilities that stretch our teachers' time and skills.
- ❖ **For our community**...benefits may include a healthier, stronger community with positive youth that understand the importance of volunteerism, a more civically engaged community, greater participation and confidence in the educational system, better prepared employees and community members for the future and a sense of belonging to the Wausau School District.

Volunteers are not paid, not because they are worthless, but because they are priceless.

--Anonymous



How the O.N.E. Program Works

Our Network for Education is designed to support, assist and effectively fill the volunteer needs for each school's academic and co-curricular programs. The primary role of the part-time Volunteer and Community Involvement Coordinator (VCIC) is to serve as a bridge, matching those needs with resources.

Each school's volunteer program reflects the unique needs of that school's students. That's why schools will continue to be the first source for volunteer recruitment, especially parent volunteers. The district-wide O.N.E. program will provide an umbrella of support and assistance to each school.

The VCIC will provide a framework and tools to assist schools in recruiting, coordinating, training and supervising volunteers. As schools continue to recruit parent volunteers, the VCIC will serve as a liaison to the community and encourage community members to become an active part of our school communities.

Orientation of Volunteers

Staff members who will be working the closest with the volunteer are asked to provide a brief orientation to building, classroom and basic procedures. Examples include:

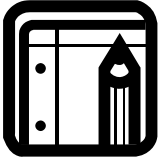
- ✓ Location of supplies, copy room, mailboxes, restrooms, places to store coats/purses, etc.
- ✓ Introduction to other teachers of the team, department or building.
- ✓ Introduction to other students in the classroom (so they know who is in their classroom and why).
- ✓ Instructions regarding food, hall passes, etc.
- ✓ Daily and weekly schedules.
- ✓ Work available for volunteers to complete.

**Note that all volunteers are required to review the Volunteer Handbook found on the District website.



Never doubt that a small group of committed people can change the world. Indeed, it is the only thing that ever has.

--Margaret Mead



Steps to Take to Have an Individual Become a Volunteer...

- ✓ Staff should complete an electronic Volunteer Request Form (found on the O.N.E. web page--under For Staff--or page 8 of this handbook) and submit it to Roxane Hagedorn or their school's Out of School Enrichment Coordinator (if the school has one).
- ✓ If the potential volunteer is not currently in the Better Impact volunteer database, they will need to complete an on-line (preferred) or paper volunteer profile (discouraged). If the volunteer completes a paper profile, please forward it to Roxane Hagedorn and it will be entered into the system. Paper profiles are like job applications and are available online.
- ✓ Volunteers must meet the minimum requirement of acknowledging review of the Volunteer Handbook.
- ✓ Volunteers can track their hours online **if they wish**.

Will the volunteer need a criminal background check?

No Check Required—Volunteers who will not be having ongoing, direct contact with students or participating in one-time events **do not need** a criminal background check. Examples are projects done at the volunteer's home, volunteering at a book fair or doing project preparation for teachers in the school office or work area. Volunteers are required to complete a volunteer profile and review the Volunteer Handbook (all can be done online).

- ❖ **4K Program Guidelines** – Due to the family engagement requirement of the Wausau School District 4K Program, the volunteering process is considered differently. The 4K Program has a strong focus on family partnerships, recognizing family involvement leads to long term successful relationships that impact learning. Many times, field trips occur with a focus on family engagement and all families are invited. 4K staff are fully responsible for supervision of students and adult family members are there for the purpose of interacting solely with their child. In this scenario, the volunteer criminal background check process is not necessary. Adult family members have no responsibility to supervise students and will not be put in that position. There is an expectation that parent participants attending activities where all 4K families are invited, would follow any restrictions for being in school environments imposed by court orders.

Check Required (K-12) –Volunteers who will have ongoing contact with students (supervised or unsupervised) or going on a field trip are required to complete a criminal background check form. **The check can take up to 2 weeks to complete, please plan ahead.** Completion will be entered into Google Docs (all school secretaries have access to) and the online volunteer system. Volunteers are required to complete a volunteer profile and review the Volunteer Handbook (all can be done online). **Volunteers can view when the check is complete by logging into their account at www.myvolunteerpage.com and looking under “My Profile” and “Qualifications”. Volunteers will also be notified of check completion via email from the company who performs the checks..

The Volunteer and Community Involvement Coordinator can answer questions and assist with these processes. If your school has an Out of School Enrichment Coordinator, they can be of assistance also. More information can be found on the District's O.N.E. web page at www.wausauschools.org . **Once the required steps are completed and approved, the volunteer can be assigned.**

District Policy Regarding Volunteers

COMMUNITY RELATIONS

PARTICIPATION BY THE PUBLIC

1330

Volunteers in the Schools

The Wausau School District values community involvement as a key component that supports the District's Mission Statement and Shared Key Interests. To that end, the development of volunteer relationships is recommended and encouraged. The Superintendent of Schools or designee shall maintain procedures that ensure the most effective use of volunteers, while providing those individuals or groups with positive and rewarding experiences. These procedures include solicitation and selection of volunteers, volunteer training, monitoring volunteer service, and providing appropriate ongoing recognition.

The District shall maintain a process for conducting criminal background checks of volunteers, and the results of background checks may disqualify individuals from serving as District volunteers. Parent volunteers of students enrolled in the District shall be subject to the same criminal background requirements as community volunteers; however, parents deemed not qualified to serve as District volunteers will not be prevented from participating in their own child(ren)'s education. A member of Human Resources and/or a school building administrator shall meet with those identified individuals to discuss the scope of their participation in school and/or District programs and events.

The District supports collaboration with community organizations. To ensure the safety of students during collaborative programs involving non-District staff and/or volunteers, community agencies will perform criminal background checks of their volunteers serving in District schools. A Memorandum of Agreement will be signed annually by both parties to maintain consistent practice.

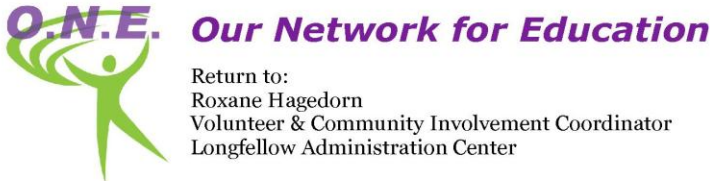
School volunteers shall abide by all applicable laws, District policies, and administrative procedures when volunteering their service to the District, including maintaining confidentiality regarding identifiable information of students or staff seen or heard while working as a volunteer. Board member volunteers should reference Policy 8110. Volunteers will be asked to sign a form acknowledging their understanding of all applicable rules, regulations, policies, and expectations and their commitment to adhere to the same.

Cross Reference: Policy 1100 – Mission Statement and Shared Key Interests
Policy 8110 – Code of Ethics

Adopted: April 13, 2009
Revised & Adopted: April 9, 2012

ONE volunteer...ONE hour...ONE day... can make the difference in the life of a child.

****A fillable form is available on the District website's O.N.E. page.
(Under For Staff tab)**



Return to:
Roxane Hagedorn
Volunteer & Community Involvement Coordinator
Longfellow Administration Center

**Wausau School District
Request for Volunteer Services**

Teacher/Staff Member _____ **Date** _____
School _____ **Room#** _____
Grade/Subject _____ **Contact#** _____

Only one volunteer opportunity per page please. Thank you!

Please check the category you need assistance and provide a description of what the volunteer will be doing. Attach additional information if needed.

- Student Academic Assistance** (provides academic assistance to teacher recommended students in core academic areas. Ex. Tutoring, reading assistance, etc.) _____

- Teacher/Office/Program Assistance** (provides support for school staff. Ex. Bulletin boards, cutting, collating, mailings, etc.) _____

- Special Event or Fieldtrip** (usually one-time events during the school day or after-school hours. Ex. Class trips, fundraising activities, school dance, etc.) _____

- Learning Enrichment** (provides hands-on opportunities to enhance learning in a variety of subject areas. Ex. After-school programs, Book Bowl, GT programming, etc.) _____

- Parent Organization Programs** (any opportunity involving the school's parent/teacher organization. Ex. Book fair, popcorn popping, fundraising activities, etc.) _____

- Career/Business Education** (shares career and business information with students. Ex. Guest speaker, career education or shadowing, etc.) _____

- Athletics** (teaches/coaches different athletic activities, usually after school. Ex. Soccer, flag football, etc.) _____

How many volunteers do you need? _____ **Days/Frequency** _____
Time(s) needed _____
Any special skills or qualifications requested? _____

Any other information? (i.e. only parents or family members)

Sample

How Your Volunteer Opportunity Will Look Online

Library Helper - Franklin Elementary School - Wausau - Wisconsin - myVolunteerPage.com

Page 1 of 1



Franklin Elementary School - View Activity

Library Helper

Category: Teacher/Office/Program Assistance

Description: The perfect opportunity for a book worm! Assist in library by shelving books. May be required to check out students' books. Flexible schedule (between hours of 8:30 .m. and 3:30 p.m.) but when a schedule is developed, please let librarians know so that coverage is continuous. Please allow one to two hours of time for each time you volunteer.

Ability to alphabetize, use decimal numbers, ability to easily bend, lift, push carts of books is required.

Schedule Summary: This activity has a flexible schedule and occurs between Tuesday, September 01, 2009 and Thursday, June 03, 2010

Qualifications required: Have you reviewed the Volunteer Guidebook? - Completed

[Send this to a friend](#)

[Back to activity list](#)

[I would like to volunteer for this organization](#)

Please include all necessary information on the Volunteer Request Form to make this listing complete AND informative!

****Note: The Volunteer Coordinator will handle the "Qualifications Required" field. This field relates to requirements under the District Volunteer Policy. If there are specific qualifications for the job (ex. lifting, standing long periods, etc.), please include them on the Volunteer Request Form. Thank you.**