

SCCLC Volunteer Guidelines

It is our sincere wish that your experience with SCCLC is positive and rewarding. In order to help in our efforts, please review the list of responsibilities and expectations outlined below. If you have any questions, please do not hesitate to contact the Curriculum and Resource Coordinator (CRC), Parent Resource Team (PRT) Member, or other staff or Governance Council (GC) member.

Responsibilities of SCCLC to its Volunteers

1. To establish clear guidelines with the learners that they are expected to be respectful and attentive to any school volunteer, as well as to each other.
2. To provide a clear and well-outlined job description.
3. To provide basic training and review expectations for particular volunteer jobs.
4. To provide clear guidelines of what volunteers can expect from the learners, and procedures to follow if a learner is not meeting those expectations.
5. To provide a calendar and phone call when the volunteer will not be needed due to classroom activities, holidays, or other unforeseen circumstances.
6. To provide regular opportunities to hear feedback from volunteers.

Responsibilities of Volunteers to SCCLC

1. To review job description, behavior guidelines, and proposed schedule or timeline before beginning project. Also, review the calendar for holidays, minimum days, and field trips so that you can anticipate when you may not be needed.
2. To arrive on time when scheduled. In the event that you cannot fulfill your commitment, please call and notify the Curriculum and Resource Coordinator or a staff member so that we can find a replacement.
3. To comply with TB testing and Driver Liability Insurance Statements as required. If you have not been tested for TB or have not filed a Driver Liability Insurance Statement, please do so and return to the Office Manager. (Blank Driver Liability Insurance Statement can be obtained from the Office Manager.)
4. To record your hours in our online Family Volunteer Log.
5. To be open and honest with the Curriculum and Resource Coordinator or Parent Resource Team about your experience so that we can continue to improve our processes.

Recording Hours: We ask that you record or log the volunteer hours that you spend working on behalf of SCCLC. This running total of the hours our families spend is useful to us in two key ways. First, it is helpful for us to see in what ways we really depend on our volunteers to support our program. It helps us to assess which aspects of our program benefit from parental involvement. Secondly, we use the “hours volunteered” data to support grant proposals and to describe our school. It is also important for each family to record their hours consistently so they know where they stand with respect to their yearly commitment.

In the past we have had several alternative ways for families to record their hours. For efficiency and data analysis purposes we are implementing an **online only recording system**. The system is web-based so you can record your hours from any Internet-connected computer. Using this tool you can access an up-to-date total of your hours at any time.

Some people like to record their hours immediately after they have worked them and therefore preferred the Volunteer Hours Binder in the office. To accommodate this preference, we have a dedicated computer at the front desk (located where the binders *used* to be) for you to record your hours while you are on campus.

You can find our online log on our webpage under the Quick Links button or go to:
http://scclc.net/index.php?option=com_wrapper&view=wrapper&Itemid=22

The first time you use this tool, you will be prompted to assign yourself a user ID and password. The process should be fairly self-explanatory; feel free to contact the curriculum and Resource Coordinator if you have trouble accessing or using the site.

It is helpful to us for you to categorize how you spend your time volunteering. Please choose from the following categories:

- Administration - operation-focused, coordinated with Curriculum and Resource Coordinator or administrative staff
- Classroom - child-focused, coordinated with Educator
- Community - meetings, event volunteers, etc.
- Team - team or committee directed activities
- Technology - hardware, software, and network support

Please remember:

- Record your hours frequently during the month
- Hours are hour-for-hour, unless otherwise noted. Any family member, friend, or community member may complete hours on your behalf
- Coaching non-CLC teams (AYSO, Little League), leading scout troops, or fundraising activities that are not a benefit to our school or are not directly sponsored by the school, while a valuable community service, does not count toward your CLC volunteer hours commitment
- You may purchase up to 50% of your required hours at the rate of \$15.00/hour