

**Carbon Valley Academy Volunteer Handbook
2010-2011**



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Introduction

Dear Carbon Valley Academy Volunteer:

As partners in the most important process of helping children learn, educators, parents, and community members form a powerful team. Carbon Valley Academy (CVA) volunteers serve as positive adult role models for our students and play a major role in making our school a success.

In this handbook you will find our volunteer policies. We ask that you find a volunteer position in which you can share your skills and knowledge. You may choose to be on the fundraising committee, help out in the office, or perform yard maintenance at the school. You may wish to work directly with our students or assist teachers by giving a presentation in the classroom. You may arrange for a field trip to your workplace. These are just a few examples of the things you can do. The possibilities are endless.

There are volunteer jobs that can be performed during the day or in the evening, or during weekdays or weekends. There are also tasks that can be completed at the school or from your home or workplace. CVA and our volunteer coordinator will help you find the volunteering position that is right for you and your schedule.

Please take time to fill out our “Volunteer Application” at the end of this handbook, and return it to the front desk or your child’s homeroom teacher. You can also let us know how we can use your time and talents by contacting our volunteer coordinator. Their contact information is located in the handbook.

Thank you for making a positive impact on Carbon Valley Academy!

The Carbon Valley Academy Board of Directors

General Volunteer Procedures

1. You must have a completed volunteer application form on file at the school. The form is available at the back of this handbook or from our volunteer coordinator.
2. Each time you volunteer, please sign in and out in the CVA lobby.
3. You can record your hours on the volunteer log sheet located in the lobby. When doing “take home” work for teachers/staff, or participating in field trips or other events, fill out a time sheet and return it to the Front Desk when the work has been completed.
4. Always wear a name tag for identification while you’re in the building. This is provided by the school when you sign in at the front desk.
5. Please observe all school policies.
6. Exhibit professionalism and high moral standards at all times while volunteering. Remember that you are a role model for all CVA students!
7. Share any problems or concerns you have about your assignment with the school volunteer coordinator or principal. We can’t fix the problem if we don’t know it exists.

Carrying Over Excess Volunteer Service Hours

Each family will commit to contributing a minimum of 30 volunteer service hours per school year (50 hours for families with two or more enrolled students). Families with one child enrolled that have more than 50 hours of volunteer time accumulated are eligible to carry over a maximum of 20 hours to the following school year. Families with two or more enrolled students with 75 or more hours of volunteer time accumulated are eligible to carry over a maximum of 25 hours to the following school year. Excess volunteer hours can only be carried over one school year.

Classroom Volunteering

Carbon Valley Academy recognizes the value of parent and community member involvement in the school and wishes to provide avenues for them to contribute to the success of CVA. The following are specific expectations for volunteer involvement in the classroom:

1. Teachers are the final authority in the classroom.
2. Teachers have their own teaching style which is to be respected by all room volunteers.
3. Teachers will provide meaningful opportunities for volunteers to participate in the classroom.
4. Volunteers must be under the direct supervision of certified staff at all times.
5. Volunteers must check in with front office before entering the classroom.

Under no circumstance is it acceptable for a volunteer to confront a teacher about an issue in the classroom or any other part of the school when students are present. Any pressing issue should be addressed first with the teacher after class.

If the issue is not resolved to the volunteer’s satisfaction, then s/he should bring the matter to the attention of the school’s Principal.

Finally, if the matter is not resolved by meeting with the Principal, the volunteer can bring the matter to CVA’s Executive Director.

If still not satisfied, the volunteer can request to be added to the agenda by emailing the president of the Board at least one week before the next meeting at boardofdirectors@carbonvalleyacademy.org. Otherwise, the volunteer can address the Board during the Public Comments on Non-Agenda Items part of the meeting.

Committee Policy

1. At CVA there are three types of committees:
 - a) Board committees report to the Board of Directors
 - b) Staff committees report to the Executive Director
 - c) Joint committees report to both the Board and the Executive Director
2. All committees must have a pre-approved charge statement (examples can be obtained from the Office)
3. Standing advisory committees are:
 - a) Accountability (Joint) Committee
 - b) Finance (Board) Committee
 - c) Nominating (Board) Committee
4. The purpose of all committees is to provide information and recommendations. Any, all or none of the recommendations may be accepted.
5. No committee has the power to make decisions, donations, or purchases on behalf of the Carbon Valley Academy.
6. For Board committees, it is the responsibility of the committee chair to report to and update the Board Member Liaison on a regular basis on the activities of the committee if the liaison is unable to make it to committee meetings.
7. If required, teachers will be assigned to a committee by CVA's principal.
8. All committee members must follow the Colorado open meetings law. (For more information on TITLE 24 - ARTICLE 6 - Colorado Sunshine Law - 24-6-402 Meetings - Open to the Public go to: <http://www.colorado.gov/dpa/doit/archives/open/00openmeet.htm>.)
9. To be in compliance with Colorado open meetings law, all meetings must be posted at least 24 hours in advance on CVA's website and/or at the school building.
10. All committees are required to record minutes of the meetings and make minutes available to their Board Liaison and the public within seven days. The minutes will be posted on the school's website and/or at the school building.

Contact Information – 2010/11 School Year

volunteer@carbonvalleyacademy.org

Secretary Neisha Dabney – 303-774-9555 or dabneyn@cvamail.com

Principal Jere Pearcy – 303-774-9555 or pearcyj@cvamail.com

Executive Director Tony Carey – 303-774-9555 or careyt@cvamail.com.

Board President JaNean Davis – <mailto:davisj@cvamail.com>

Donations in Lieu of Time Policy

We realize that some families may wish to write a check to CVA in lieu of donating their time. For families with one enrolled child, the yearly cost of 30 hours of volunteer time is \$300. For families with two or more enrolled children, it's \$500 per year. Checks should be made out to "Carbon Valley Academy" and should be turned into our school office manager, Brandi Wilson, at the beginning of the school year by September 30th.

At the end of the school year, if a family is short on volunteer time, they can complete their volunteer obligations by writing a check for \$10/hour for each volunteer hour not served. This is due to the school office manager by the last day of the school year (2010-2011 last day of school is May 25th, 2011).

Another way to contribute volunteer hours is by donating goods such as snacks, school, or office supplies, books, and so on. Families will be credited 60 minutes for each \$10 they spend. Please contact the volunteer coordinator for the official list of needed items.

Job Listings – How to Help

1. Take Home Work - If you have any ideas on helping out at home, let the volunteer coordinator know!
 - Some examples of taking work home for the teacher may include cutting and coloring papers, putting them in folders, collating worksheets, etc. This kind of work is great for parents who are unable to work in the classroom due to having a younger sibling at home or a full-time job.
 - Making phone calls or running errands for different committees.
 - Writing thank you notes for donations to the school and for different committees.
2. During the Day at the School Building
 - Volunteering in the classroom assisting the teacher. This may include grading papers, reading stories, organizing supplies, etc. These tasks will depend on the teacher's needs.
 - Volunteering in the office, lunchroom, library, computer lab, playground, etc.
 - Becoming a homeroom parent for your child's class.
 - Being a chaperone for a field trip or after-school event.
3. After Hours, During Weekend, and Over School Holidays

There will be an ongoing list of activities to volunteer for throughout the school year as these events come up. Some examples would be helping seat people at a play, working on a fundraising event, lawn or building maintenance, and so on. Also attendance at committee meetings can be counted towards volunteer time.

These are just a few examples of different ways to volunteer. Opportunities and needs will also be posted on the school website, in the classrooms, and on the volunteer bulletin board. Please let us know if you have any ideas or ways to help CVA!

Logging Hours

CVA needs to track volunteer hours to:

- 1) Make sure that families are fulfilling their parental involvement obligation
- 2) Complete grant applications.

It is the responsibility of each family to track and report their hours accurately to the school secretary. Each time you complete a volunteer duty, please fill out the volunteer time sheet located in the front office. Forms to log hours at home are available at the Front Desk. The time sheets will be kept on file by the school secretary. If at any time you have questions about the number of hours completed, you can contact the school secretary. You can also report volunteer activity by emailing the school secretary with your information (job duty performed, hours completed, and date). See the contact information section for email addresses.

Parental Involvement Policy

Each family will commit to contributing a minimum of 30 volunteer service hours per school year (50 hours for families with two or more enrolled students). A list of needs and volunteer opportunities will be made available throughout the year. All volunteers will be given a volunteer handbook. It's the responsibility for volunteers to track and report their hours.

CVA is committed to offering solutions for parents who work full-time or who may have difficulty volunteering during the school day. Volunteer hours can also be earned during the summer or after school hours and can be completed in exchange for specific donations.

Families with one child enrolled that have more than 50 hours of volunteer time accumulated are eligible to carry over a maximum of 20 hours to the following year. Families with two or more enrolled students with 75 or more hours of volunteer time accumulated are eligible to carry over a maximum of 25 hours to the following school year. Excess volunteer hours can only be carried over one school year. Excess hours can also be donated to families in need via the volunteer time bank. See below for details on this program.

Siblings and students under 18 years of age are allowed to volunteer with prior permission of the school and with adult supervision. Their volunteer hours will count towards their family's commitment. We also encourage grandparents, aunts, uncles, etc. to volunteer as well.

Support

Each school volunteer plays an important role in the education process. It is the goal of Carbon Valley Academy to ensure that each of our volunteers has a positive experience while helping our school. If that is not the case, or if you have suggestions on how to improve the volunteer program, please contact the school's volunteer coordinator or the Principal.

Time Bank

We understand that there may be circumstances in which a family will need assistance in completing their volunteer hours due to a death or illness of a family member, having a parent recover from a serious accident, or the birth of a new baby. Please understand that families may only receive assistance under special circumstances. If your family is in need, please contact the volunteer coordinator as soon as possible.

Donating to the Time Bank:

If your family has served the required volunteer hours, up to 20 hours of *additional volunteer time* may be donated to a family in need. Please contact the volunteer coordinator if you'd like to donate your excess volunteer time.

Tips for Working with Students and Teachers

- Be honest in your approach and attitude. Students will trust and respect you when they know you are sincere.
- Be patient when working with students. Give yourself time to get established and find your comfort zone.
- Be fair. Avoid comparisons between students, teachers, or schools.
- Understand, accept, and support all students and teachers.
- Listen carefully to what the student has to say. By your words and actions, you are showing you are interested in that student as a person.
- Be consistent. Apply the same rules every day to every student.
- Be considerate. Treat people as you would expect to be treated.
- A student's name is very important. Do your best to remember each student's name and use it!
- If you must be absent from a volunteer job, please call the school. Both teachers and students count on you, but will be reassured that you cared enough to call.
- Build the student's self-esteem. Praise your students HONESTLY and FREQUENTLY. Remember that attentiveness and effort is just as important as results.
- Remember confidentiality! Keep the progress of each student between you and the teacher.

Handbook adopted August 17th 2010.



Volunteer Application

Name: _____

Address: _____

City/State/Zip: _____ Phone: _____

Email address(es): _____

Emergency Contact:

Name: _____ Phone: _____

Relation: _____ Current Employer: _____

The Carbon Valley Academy encourages parents/guardians, student’s relatives, and community members to volunteer their services. These services are considered valuable assets and are welcomed before, during, and after school hours under the direction and supervision of school personnel.

Volunteers may be involved in virtually every facet of the operation of the school, working with students on a one-to-one basis or performing tasks not involving children. Tasks may involve services in the library, classroom, music, school plays, or assisting on field trips and similar activities. Volunteers will not teach, but may reinforce skills taught by the professional staff.

Areas that I am interested in volunteering are:

Classroom	Art	Library	Music
Office	Computer	Sports	Tutoring
Field Trips	Lunchroom	Landscaping	Website
Dance	Playground	Technology	Uniform Sales
Drop Off / Pick Up	Book Fair	Events/Fundraising	EBay
CVA Shopping Page	Cook Book/Cook Off	Wine Tasting	Fall Carnival
Date Night	Santa's Secret Shop	CVA Uniform Show	Winter Program
Talent Show	Golf Tournament	Field Day	Other

Special talents and/or experiences I have that I am interested in sharing with the students are:

I have read and understand fully the policies and guidelines in CVA’s Volunteer Handbook. I do hereby give the Carbon Valley Academy assurance that I will comply with all school and district policies.

Signature

Date