

Butz Elementary Volunteer Program

Butz
Elementary School



**HOME OF THE
BUDDING BLUE EAGLES**

Dear Butz Elementary School Volunteer:

We are pleased to welcome you to the Butz Volunteer Program. This very successful program has provided us with capable, caring volunteers who serve as valuable resources to enrich our students' school experience. The continued success of the Volunteer Program will be determined by the degree of commitment to the program and by continual communication on the part of everyone involved. The staff and administration strongly support your presence and participation in our programs. We will utilize your expertise and guide you with ours.

This year we are formalizing our format and process for volunteering in our school. This handbook will provide you our expectations and routine procedures. We expect volunteers to adopt a professional attitude, when dealing with our students. Our volunteers must be discrete, trustworthy, reliable and compassionate.

We appreciate your willingness to give of yourself and your time. Our children will benefit from your many contributions as well as by seeing you in a different role. Your reward will be more intrinsic; the students' smiles, laughter and the knowledge that your time has been well spent are all that we can offer you. We thank you for your support and willingness to assist us, as we provide our students a quality education.

Sincerely,

Kelly Apruzzi

Kelly Apruzzi, Principal

ROLES OF PARTICIPANTS

PRINCIPAL

1. Set rules and building procedures for the program.
2. Provide motivation, leadership, and support for the program.
3. Work closely with the school volunteer coordinator, parents, and other volunteers.
4. Facilitate an open, friendly and safe atmosphere for volunteers.

TEACHER

1. Determines the type of volunteer services needed by defining the tasks to be performed, the amount of time and day required, and the materials to be used.
2. Follows designated procedures for requesting school volunteer services.
3. Maintain and foster a supportive climate for students to work with volunteers.
4. Encourages volunteers to participate and to make suggestions when appropriate.
5. Explains classroom procedures.
6. Recognizes the volunteer through day-by-day expressions of appreciation and encouragement and in special events of recognition.
7. Participates in evaluation of volunteer program.
8. Works toward a team relationship and encourages understanding, cooperation, and volunteer/teacher communication.

VOLUNTEER

1. Follow guidelines for the event and be helpful to the teacher/event coordinator.
2. Maintain confidentiality.
3. Proceed directly to the location where the event is taking place after signing in. At the end of your designated shift, please sign out and leave promptly. Volunteers are not permitted to wander throughout the building.
4. Abstain from cell phone usage while volunteering. This includes taking pictures and posting anything on social media (including after the event).
5. Maintain professionalism. This includes your attire and attitude.
6. Report any concerns/discipline issues directly to the teacher or faculty member in charge. All discipline is handled by KBES faculty.
7. Contact the volunteer coordinator if there are any changes to your schedule.
8. Focus on and enjoy helping the students at the event. This means that siblings are not permitted to accompany you at the event.

****Failure to abide by the guidelines of the volunteer role, may result in your dismissal from the volunteer program.****

VOLUNTEER REQUIREMENTS

All volunteers must have completed clearances filed with the Nazareth Area School District prior to participating in most events. Please visit the below website for additional information.

<https://www.nazarethasd.k12.pa.us/Page/855>

A summary of what is required is below:

1. Volunteer Application (Completed and signed) Use the checklist to ensure you are submitting all required information.
2. Act #82 Arrest/Conviction Report and Certification (completed and signed)
3. Act #34 Criminal Record Check
4. Act #151 Child Abuse Check
5. Act #114 FBI Federal Criminal History Record

***Note: if you have resided in PA for the entire previous 10 years prior to your application and have not been convicted of any of the offenses listed on the Arrest/Conviction Report and Certification Form / Act #82, you may complete the Volunteer Affidavit (Completed and sign if not attaching Act #114)

***Clearances are valid for 5 years and it is the responsibility of the volunteer to renew clearances when needed. ***

GENERAL TIPS FOR VOLUNTEERS

Be Honest ** Be Dependable ** Be Respectful ** Be Patient

Be Flexible ** Be Confidential ** Be Friendly

Thank you for being part of the KBES Volunteer Program! We appreciate your time and help. YOU make this program possible.