



OFFICE OF SCHOOL & FAMILY PARTNERSHIPS

Anne Arundel County Public Schools

Guide to Developing
An Effective Volunteer Program

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Office of School & Family Partnerships



For questions, concerns and comments about the volunteer program in the Anne Arundel County Public Schools, please contact the Office of School & Family Partnerships.

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This document is available online at www.aacps.org/family under “Volunteer Program Management” and on the employee intranet on the School & Family Partnerships page



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Section 1: Volunteer Program Overview

- Introduction
- Philosophy
- The School Volunteer Program
- Characteristics of an Effective Volunteer Program
- Building Positive Relationships



Thank you!

Alone we can do so little, together we can do so much. Helen Keller

Thank you for taking on one of the most rewarding and busy tasks that our school system has to offer volunteers. This manual is a compilation of the efforts of many who have done this job before you. It is their belief and hope that you will benefit from their experiences.

In this booklet, you will find letters, forms, and general information that (hopefully) will be of benefit to you. These are only meant as a guide for you as you create your own program. The volunteer program is meant to be developed to meet the needs of each individual school – in other words, you get to make it your own! You are in charge of the program. Make it convenient for you and a benefit to your own school.

Later in this manual, you will read about the roles of all those involved in the management of the volunteer program at each school. Remember, the program is always envisioned as a partnership between the principal, the staff liaison, and the volunteer coordinator(s). Work together to develop new ideas as well as to maintain the program.

Since the program is tailored to your school, you can decide how large or how small you want the program to be. A small, well-run program is better than a huge one that becomes unmanageable!

Do not fear to make mistakes. Not all of your well-laid plans will come to fruition. Some things will be successful; some will not. Learn from your successes and from your mistakes. The program will always be stronger for your efforts.

Finally, remember to have fun. Find your sense of humor, fix it firmly in your mind, and get started!



Philosophy for Volunteer Programs

The Board of Education of Anne Arundel County Public Schools is committed to ensuring a strong home-school-community partnership, and to promote and increase effective and comprehensive involvement practices. We recognize that engaging parents and the community in the program is essential to improved academic success for students. We also recognize that parent, student, and community volunteer involvement in the schools increases the support of the schools by the community and adds to the total school program.

It is imperative that volunteer programs be thoughtfully and carefully implemented if the full potential and benefits of the skills, talents, and expertise available are to be used effectively and efficiently.

The School Volunteer Program

The School Volunteer Program is the organization of individuals who contribute service to the schools to strengthen and/or enrich the education experience offered to our students. A volunteer is a person who, working under staff supervision, contributes service without financial remuneration from the school system. The volunteer can work at the school or outside the school site to support educational activities. As with other school personnel, the volunteer must meet certain qualifications and accept certain responsibilities.

The program is managed cooperatively by a member of the staff (Staff Liaison for Volunteers) and one or more Volunteer Coordinators. The Staff Liaison and the Volunteer Coordinator(s) plan and manage the program at each school. This handbook gives guidelines for putting into place an effective program.



Characteristics of an Effective Volunteer Program

- Understands, supports, and incorporates the AACPS Strategic Plan values and indicators into the planning and implementation of the volunteer program
- Provides the school with educational and support services
- Has the support of and works collaboratively with administrators, teachers, and other school staff members, parents, and parent organizations within the school
- Has a designated staff liaison for volunteers and volunteer coordinator, as well as an established organizational format
- Reflects the diversity of the school population and the community that it serves
- Positively affects school-community relations

Building Positive Relationships

A strong volunteer program is dependent upon building reciprocal trusting relationships among parents, school staff members, and the community. It is not just about what potential volunteers can offer you or the school; it is also about what the school can offer them to build trust, skills, and connections that are mutually beneficial. Some examples include:

- Asking teachers and other school staff what type of support they need and how best to work with them in using volunteers
- Inviting business and community organizations to provide assistance and resources at school events, guest reader days, etc.
- Welcoming families new to the school with a brief phone call or a “buddy family”

In an era when we rely so heavily on email and other technologies, people still respond to one-on-one, face-to-face interaction as a means of building strong relationships and making meaningful, lasting connections.

Adapted from Fairfax County, VA, Public Schools Volunteer Program Guide



Section 2: Roles and Responsibilities

The volunteer program is organized individually in each school. Each school's needs determine how and where volunteers are utilized. The management of the school volunteer program is clearly delineated.

Principal

The principal is responsible for the overall guidance of the program in the school, and

- Acts as manager/administrator for the program
- Always makes the final decision for school-wide rules, policies, and program implementation
- Facilitates a climate for shared, professional leadership
- Provides an open and friendly atmosphere for volunteers
- Encourages a positive organizational climate
- Provides support and motivation for the volunteer program
- Encourages staff participation in the program.

Staff Liaison for Volunteers

The Staff Liaison for Volunteers is a member of the school staff assigned by the principal to handle the program details and provide support to staff members and volunteers. The Staff Liaison

- Facilitates the school-based program
- Directs the planning, implementation, maintenance, and evaluation of the program under the guidance of the principal
- Plans and conducts an orientation with the assistance of the Volunteer Coordinator
- Plans and directs any training needed for volunteers in special programs within the school
- Promotes an open and friendly atmosphere for volunteers
- Shares leadership responsibilities with other participants, including volunteers.



Volunteer Coordinator

The Volunteer Coordinator is a volunteer who helps recruit, schedule, orient, and provide support to the volunteer group. The Volunteer Coordinator

- Assists the Staff Liaison with the implementation, maintenance, and evaluation of the school-based program
- Assists in the planning and execution of the orientation
- Assists with any training needed for volunteers in special programs within the school when requested to do so
- Assists with the recruitment of volunteers.

Teacher

The teacher is the educational expert in each classroom. He/she makes all the decisions regarding the instruction and evaluation of students in the classroom. The teacher

- Plans and provides meaningful, appropriate tasks for volunteers
- Promotes a friendly and welcoming atmosphere for volunteers
- Promotes good relations between each volunteer and the students in the class
- Provides the necessary training to work with projects and students in the class
- Works closely with the Staff Liaison.

Volunteer

The volunteer agrees to serve as an appointed, non-paid staff member acting under the direct supervision of a staff member. The volunteer

- Works as a team member with faculty and staff
- Follows policies, rules, and regulations
- Works closely with administrators, Staff Liaison, and Volunteer Coordinator(s).
- Follows directions
- Is responsible, dependable, and protects student confidentiality
- Has respect for students and others working with the program
- Is willing to share ideas, talents, and skills.



Section 3: Organizing Your Volunteer Program

- Planning – Sample yearly calendar
- Suggested Duties for Staff Liaisons & Volunteer Coordinators
- Volunteer Recruitment
- Recruitment Methods
- Orientation for Faculty
- Orientation for Volunteers
- Volunteer Responsibilities
- Code of Ethics for Volunteers
- Benefits of Volunteering
- Volunteers and Preschool Age Children
- Volunteers and Computer Data Security
- Volunteers and Use of Social Media
- Volunteer Dress Code
- Sexual Harassment and Volunteers
- Child Abuse Information for Volunteers
- Training and Security Requirements for Volunteers



Sample Yearly Calendar

(also see Appendix, p. 35, for a more detailed Volunteer Management Task Analysis)

◆ Throughout the year

- ◆ With your principal's permission, invite potential volunteers or groups to visit your school and see first-hand the opportunities for volunteering.
- ◆ Take time throughout the year to recognize outstanding volunteers.
- ◆ Nominate an outstanding volunteer for the [Volunteer of the Month](#) award given at the Board of Education meeting.

◆ August/September

- ◆ Contact last year's volunteers.
- ◆ Have a sign-up table at Back to School Night.
- ◆ New staff liaisons and volunteer coordinators should attend the countywide training session.
- ◆ Conduct a volunteer orientation and welcome event.
- ◆ Ensure all volunteers have viewed the [Sexual Harassment/Child Abuse Training Powerpoint](#).
- ◆ Ensure all volunteers know how and where to apply for the appropriate levels of clearance, such as a [Commercial Background Check](#) or [Fingerprint Supported Background Check](#).
- ◆ Attend a faculty meeting to discuss the role of the volunteer program in the school.
- ◆ Assist in placing volunteers. Assist with the forms (recruiting, registration, and recordkeeping).

◆ October/November

- ◆ Plan to attend the countywide Family Involvement Conference. Recruit parents to attend with you.

◆ January

- ◆ Reassess volunteer needs.
- ◆ Increase recruitment efforts.

◆ March/April

- ◆ Use the link that was emailed to your school to complete the Volunteer Survey and Volunteer Awards forms and submit them by the due date.
- ◆ National Volunteer Recognition Week occurs in April.

◆ May/June

- ◆ Evaluate your volunteer programs.
- ◆ Invite your top volunteers to the annual countywide Volunteer Recognition Event.
- ◆ Sponsor a school-wide volunteer recognition event.
- ◆ Give yourself a well-deserved pat on the back for a job well done!



Suggested Duties for Staff Liaisons & Volunteer Coordinators

- Meet with your principal to determine school policies and procedures concerning the use of volunteers at your school.
- Meet to determine ways to work together during the school year.
- Contact previous volunteers to determine if they are interested in volunteering again during the school year.
- Conduct a faculty orientation. Each year the faculty should be oriented in the use of volunteers.
- Determine volunteer needs for each teacher through surveys. Talk to teachers to determine specifics for any volunteer requests.
- Recruit volunteers to meet specific faculty requests. Have general information about the program available at Back to School Night.
- Provide an orientation for all volunteers. Show the [Sexual Harassment/Child Abuse Training Powerpoint](#)
- Provide information on how to obtain a [Commercial Background Check](#) and or a [Fingerprint-Supported Background Check](#).
- Place volunteers and make a schedule of volunteer assignments. Every volunteer in attendance should have a clear assignment.
- Interview volunteers at your school before placements are made.
- Provide a convenient place in the school for volunteers to sign in and out.
- Keep in touch with volunteers and teachers. Check progress and assist as necessary.
- Recognize volunteers, especially during the holidays, Volunteer Week (April), and at the end of the year.
- Give yourself regular pats on the back. Your contributions to the volunteer program at your school are the key to a successful program.



Volunteer Recruitment

The search for the ‘Super Volunteer’ is the eternal quest of all volunteer coordinators. Volunteer recruitment is always an important part of any volunteer program. Planned recruitment will help meet the needs of the school. You can recruit generally for volunteer jobs, or you can recruit types of volunteers for special jobs.

Everyone is a potential volunteer. People volunteer for many reasons. A sense of personal fulfillment, the joy of seeing a child’s progress, filling lonely hours, and meeting new friends are just a few of the reasons people give their time and talents to organizations that need them. Your recruitment efforts should show volunteers that the jobs you have will fit their needs.

Recruiting Hints

- Start small. Do not let your program be overwhelmed with too many volunteers. Nothing is more discouraging to volunteers than offering their time, and not being needed right away.
- Seek individuals with skills that meet your program needs.
- Be specific about your program needs and the requirements of each volunteer job offered.
- Let potential volunteers know there are a variety of jobs available. They can be flexible in their volunteer choices.
- Involve school leaders and other volunteers in your recruitment campaigns. You may want to ask your PTA or PTO to advertise.

Remember

Let your school community know they have something to offer. Many times people are wary of offering their help because they are afraid they’ll be asked to do something they don’t want to do, or for which they do not have the skills.

Assure your volunteers that you want their volunteer experience to be just as satisfying to them as it is beneficial to the school. Tell them also that you appreciate any time they can give and the school will place them in a volunteer role that will accommodate their schedules.

A good volunteer program sells itself. Together with your school principal, Staff Liaison, faculty, staff, and volunteers, you can build a strong program. You will find recruitment an easy task!



Recruitment Methods

One-to-One Recruiting

Talking directly to another individual (word of mouth) is a very successful recruiting method. The enthusiasm of a committed volunteer shared with a potential volunteer is the best recruitment tool available. This type of recruiting gives a potential volunteer a chance to ask questions, finding out firsthand about school volunteer activities.

- Contact last year's volunteers. Even if a volunteer is a parent who has a child who will be moving up to another school, let volunteers know that they are still needed at your school.
- Leave brochures or any other pertinent information with potential volunteers.
- Provide teachers, parents, and students with volunteer information so they can help with one-on-one recruitment.
- Set up telephone committees to contact potential volunteers.
- Be prepared to talk about volunteer opportunities at your school to everyone you meet.

Mass Recruiting

This type of recruiting brings your school's volunteer needs to the attention of a large number of people.

- Place 'volunteers wanted' ads in your school newsletter, community newsletter, or local newspapers.
- Send letters home with students. State specific volunteer needs and the ways parents can help.
- Display posters or brochures in appropriate places around the school or in local businesses, churches, housing areas, senior activity centers, etc.
- Contact civic or community groups to recruit volunteers from among their members.
- Set up a recruitment booth during Back to School Night and/or PTA/PTO meetings.
- Use social media. For example, if your school PTA or PTO has a Facebook page, you may want to ask them to post volunteer recruitment information on the page.



Orientation for Faculty

It is as important to orient the faculty as it is the new or returning volunteer. By briefing the school's faculty, you will help them understand what volunteers can and cannot do to assist staff with their duties. In turn, you will gain a greater understanding of their needs. Before the faculty orientation, be sure to review these points:

- Prepare an overview of the school volunteer/partnership programs.
- Explore whether your school is following policies and guidelines.
- See if there is a way to improve/increase the involvement and/or management of school volunteers.
- Examine the school goals for potential volunteer involvement.
- Conduct a needs assessment and review the results.

During the faculty orientation, be sure to cover these points:

- Present an overview of the school volunteer/partnership programs, including organizational structure and basic program practices.
- Discuss how the school involves parents, retirees, business people, and other community resources.
- Review past volunteer recognition efforts and ask staff to brainstorm new ideas.
- Discuss the benefits of the volunteer program.
- Make the staff/faculty aware of the varying levels of security clearances.

Commercial Background Check: All chaperones and volunteers without one-on-one unsupervised or unrestricted access to students must complete the online request for a commercial background check. This group is inclusive of PTA and PTO officers, CAC officers, Booster club officers, and chaperones or volunteers who work with children in the presence of an approved AACPS representative. (e.g., daytime field trip to the zoo)

Fingerprint-Supported Background Check: The following groups of individuals must complete a fingerprint-supported background check:

- All overnight volunteers or chaperones
- All drownproofing volunteers or chaperones
- Any volunteer or chaperone with one-on-one unsupervised/unrestricted access to children*

*One-on-one unsupervised or unrestricted access – a person having responsibility for a student while not in the direct and continuous view of an AACPS employee. This does not include chaperones or volunteers who supervise groups of students (e.g., field trip to the zoo, museum, BSO performance.)



Orientation for Volunteers

It is important that all volunteers are familiar with the policies and procedures of their school. An orientation meeting is the perfect time to introduce these policies and procedures to a large number of volunteers. However, it is not always convenient for all volunteers to attend one meeting. In that case, you can offer several orientations at different times on different days. If there are a few volunteers who cannot attend any of the meetings, then a one-on-one orientation is a good way to make sure the volunteer understands all responsibilities for volunteering at the school. A sample handout is included in the Appendix, pp. 37-38. A good orientation will cover the following points.

- The importance of confidentiality
- What is expected of specific volunteer jobs
- Office “sign in” and “sign out” procedures
- School procedures concerning volunteer use of the teacher’s lounge
- Who’s who in the school administration
- The role of the Volunteer Coordinator
- The role of the Staff Liaison
- County volunteer recognition activities
- The role of the teacher in a volunteer program
- Types of volunteer jobs available
- School policies concerning students
- Schedule of the school day and calendar
- To whom problems should be communicated
- Other information specific to the school

A sample Volunteer Orientation PowerPoint is available online at www.aacps.org/family under “Volunteer Program Management” and on the employee intranet on the School & Family Partnerships page.



Volunteer Responsibilities

All volunteers should:

- Sign in and out when entering or exiting the school.
- Respect the confidentiality of school matters.
- Receive the required training and or information about sexual harassment and child abuse reporting policies.
- Complete applications for the level of security clearance required for their level of access to students. (Commercial Background Check or Fingerprint-Supported Background Check)
- Notify the school or the Volunteer Coordinator when an illness or other circumstances prevent reporting to school for volunteer activities.
- Abide by the established Code of Ethics for Volunteers.
- Carry out only those duties assigned to them.
- Receive the required training and/or information about sexual harassment and child abuse reporting policies.
- Abide by the school policy that states that volunteers will exercise reasonable care in protecting students from harm. Adult volunteers shall exhibit professional and appropriate relationships with students. Adult volunteers will not date nor have sexual relations with students.
- Follow the school guidelines for the use of Universal Precautions.
- Report any incident that could lead to legal action against the volunteer and/or the Board of Education.
- Be dependable – arrive promptly as scheduled.
- Respect teachers' responsibilities and schedules.
- Abide by the policy that prohibits volunteers from administering or supervising the taking of any medications.
- Refrain from using cellphones while volunteering, except in case of emergencies.
- Do not photograph children during school hours.

Note: All worksites within the jurisdiction of the Board of Education are designated as drug and alcohol-free workplaces. All worksites are also designated as smoke-free workplaces. The sale or use of tobacco in any form is prohibited at all times in all system-owned or leased buildings and vehicles, and on all system-owned or leased grounds.



Code of Ethics for Volunteers

As a volunteer, I am a member of an educational team. As a volunteer member of that team...

- ❖ I understand that all information concerning children, teachers, and the school is confidential and should remain in the school setting.*
- ❖ I shall maintain the dignity necessary to gain the respect of students and set a good example at all times.*
- ❖ I will show high regard for each child by being courteous, impartial, and fair.*
- ❖ I will respect those with whom I work.*
- ❖ I will not impose my own religious or political views upon students.*
- ❖ I understand that I will work under the supervision of one or more staff members.*



Benefits of Volunteering

Insurance Coverage

The Anne Arundel County Board of Education's general liability policy will pay all sums which the volunteer may become legally obligated to pay as damages because of bodily injury or property arising out of his activities while on school property. Volunteers are also protected against the cost of medical bills in accordance with Maryland's Worker's Compensation Law.

A volunteer involved in a situation which could lead to legal action against him and/or the Board of Education should report the incident immediately to the principal of the school. This is particularly important if a parent or other citizen contacts the volunteer to question him or to register a complaint about the incident. If he receives communication from the Board's insurance company requesting further information, he should respond immediately.

Transportation

Volunteers and employees of Anne Arundel County Board of Education may ride buses to and from school with written permission of the Supervisor of Transportation.

Work Experience

Volunteer experience can be listed on a resume, job application, or work record. Most companies and agencies consider volunteer service when considering an applicant for a job.

Tax Deduction for Volunteers

Volunteers may deduct some expenses not reimbursed as part of giving to a school. For more information, contact the local branch of the Internal Revenue Service.



Volunteers and Preschool Age Children

Volunteers should not bring their preschool age children with them when they volunteer during the instructional day. The distraction is detrimental to the student trying to concentrate, the teacher trying to instruct, and the volunteer trying to help. Also, much of the equipment used in schools (such as paper cutters, copiers, and laminators) can be very hazardous to young children.

Volunteers and Computer Data Security

Computer information is a significant school system resource that must be kept secure and used only by authorized persons for approved and legitimate purposes. School system data consists of confidential as well as public documents and other information considered to be critical. Access to information is on a 'need to know' basis only. The intent of the data security procedure is to ensure that confidentiality, availability, and integrity of data; to reduce the risk of data loss; and to preserve the school system's rights and remedies in the event of such a loss.

Accessing information without proper identification and authorization is inappropriate and will be considered a violation of the policies related to the disclosure of such information.

Volunteers and Use of Social Media

Social media can be a convenient, fun and rewarding way to share your life and opinions with family and friends. However, using social media involves certain risks and responsibilities. These guidelines apply to all forms of social media:

- Under the Family Educational Rights and Privacy Act (FERPA), parents have the right to prevent photographs of their children from being taken in instructional settings. Given that volunteers have no knowledge of which parents have allowed their children to be photographed and which have not, volunteers should not take or post online any photographs or movies of students in any instructional setting during the instructional day. This includes recess, lunch, and events such as Halloween parades.

- Volunteers should not make or receive phone calls or text messages while they are volunteering.

Volunteer Dress Code

At the present time, there is no specific dress policy approved for employees or volunteers in our schools. However, volunteers are asked to abide by the same dress code in place for students.



Sexual Harassment & Volunteers

Anne Arundel County Public Schools is committed to maintaining an environment for student, employees, and volunteers that is free from all forms of harassment. As you enter into the Anne Arundel County Public Schools, be advised that we are committed to maintaining an environment for students, employees, and volunteers that is free from all forms of harassment. As you work within our schools, you will be responsible for recognizing and reporting any incidents of sexual harassment which may come to your attention.

In 1993, the Board of Education of Anne Arundel County Public Schools enacted *BOE Policy 902.16 — Sexual Harassment—Students* and *BOE Policy 800.31—Sexual Harassment—Employees* in order to maintain an environment free from sexual harassment. In addition, sexual harassment is a form of sex discrimination, and is illegal as defined by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act, the 14th Amendment of the Constitution, and numerous state criminal and civil statutes. Sexual harassment is not just a problem for adults. It occurs in our schools and may affect students as early as elementary school. We are all responsible for recognizing and addressing allegations of sexual harassment.

Filing a Complaint

Volunteers who learn of allegations of sexual harassment should immediately report that information to a school staff member or administrator. Investigations of all complaints will be conducted quickly to prevent additional allegations. All investigations are handled in a confidential manner involving only those people who need to know.

Child Abuse Information for Volunteers

Child abuse and neglect is a serious problem which requires the involvement of everyone in the community for the purposes of prevention, identification, and treatment. In Maryland, the law requires that anyone who SUSPECTS a child has been or is being mistreated must report the matter to the Department of Social Services. Any person who, in good faith, makes a report of abuse or neglect is IMMUNE from any civil liability or criminal penalty. School administrators, pupil personnel workers, and guidance counselors may be able to offer assistance in making the report. You can also obtain consultative assistance from the Office of Investigations and Records Management (410-222-5286).



Training and Security Requirements for Volunteers

All volunteers **must** receive training on sexual harassment and child abuse. However, the level of training varies depending on the services rendered by the volunteer.

- If you expect that the volunteer will only offer limited services once or twice during the school year (day field trip chaperones, guest speakers, occasional school support), then a copy of the written material will suffice (see Appendix pp. 37-39). You can choose either the two-page complete information sheet or the short one page with a place for the volunteer to sign indicating that the material was read.
- If you expect that the volunteer will offer services on a more regular basis (tutors, clerical assistants, hall monitors, etc.), then the volunteer **must** view the PowerPoint on sexual harassment and child abuse. This is available at www.aacps.org/family under “Volunteer Program Management” and on the employee intranet on the School & Family Partnerships page. It is also available in Spanish. You need to have them sign indicating that they have seen the PowerPoint. The volunteer can either sign a form, or you can keep a running log. Sample forms (English and Spanish) are included in the Appendix, pp. 41-42

Background investigations are divided into two categories: fingerprint-supported background checks (review of local, state, and federal records) and commercial background checks (review of local records). Once a fingerprint-supported background check is performed, applicants no longer need to submit the electronic commercial background check.

Fingerprint-Supported Background Check: The following groups of individuals must complete a fingerprint-supported background check:

- All overnight volunteers or chaperones
- All drownproofing volunteers or chaperones
- Any volunteer or chaperone with one-on-one unsupervised/unrestricted access to children*

*One-on-one unsupervised or unrestricted access – a person having responsibility for a student while not in the direct and continuous view of an AACPS employee. This does not include chaperones or volunteers who supervise groups of students (e.g., field trip to the zoo, museum, BSO performance.)

Fingerprint-supported background checks must be scheduled through the Fingerprinting office at 410-222-5045. The Fingerprinting Office is located at the Central Office and is open from Monday to Thursday from 7 a.m. to 5 p.m. during summer hours. The office resumes their normal hours, Monday to Friday from 8 a.m. to 4 p.m. during the school year. The cost of fingerprinting is \$57.00 and includes the commercial background check. Fingerprint-supported background checks for chaperones should be completed at least three weeks prior to the scheduled trip. School personnel do not have access to an online database to check applicant results. As a reminder, all positions are contingent upon completion of a successful background check. Each applicant requiring a fingerprint-supported background check is provided with a blue Fingerprint Verification Card. The card should be kept with the applicant while on school grounds and should be displayed to an administrator upon request. Each school should keep a running list of chaperones and volunteers that have been



fingerprinted. All questions regarding this process, or to confirm the results of a fingerprint-supported background check should be directed to the Office of Investigations at 410-222-5287.

Commercial Background Check: All chaperones and volunteers without one-on-one unsupervised or unrestricted access to students must complete the online request for a commercial background check. This group is inclusive of PTA and PTO officers, CAC officers, Booster club officers, and chaperones or volunteers who work with children in the presence of an approved AACPS representative. (e.g., daytime field trip to the zoo) These background checks are at no cost to the applicant and are valid for two years. All applications should be submitted electronically at least three weeks prior to the intended school event. The link to the application can be found [here](#).

All questions regarding this process should be directed to the Office of School Security at 410-222-5083. Schools will continue to have access to the [online database](#) to check the results of a commercial background check that was submitted electronically.

Finally, please remember that the safety and security of our students is the key determiner for all of these issues.

Section 4 : Managing Your Volunteer Program

- Ongoing Communication
- Volunteer Recognition and Retention
- Recognition Principles
- Ideas for Volunteer Recognition
- Themes for Volunteer Recognition Events



Ongoing Communication

Communicating with people who work onsite or offsite, in a variety of settings or with different people each day or week, can be challenging for everyone involved. In these circumstances, it is easy for people to become alienated and for small concerns to grow into larger ones.

Effective communication involves a well-thought-out plan and includes a variety of methods, which may include any or all of the following: notes home through students, telephone calls, email, text messages, school newsletters, the school website, and web-based methods such as v-volunteer (online volunteer tool available through Raptor), Sign Up Genius (www.signupgenius.com) or GoogleDocs, among many others.

Be sure that volunteers have ways to communicate their questions and concerns to the staff liaison and/or the volunteer coordinator. Touch base with individual volunteers on a regular basis to be sure that they are comfortable with the volunteer task they are assigned and to see if they have any questions. This is also a good time to thank them for their contribution to your school.

Adapted from Fairfax County, VA, Public Schools Volunteer Program Guide



Volunteer Recognition and Retention

Recognition of volunteers is an on-going process throughout the school year. Recognition shows appreciation and can be as simple as a warm smile and a ‘thank you.’ Retention of volunteers is directly dependent on a warm, friendly, congenial atmosphere.

You can recognize volunteers daily.

- Give a warm smile and thanks for the gift of time.
- Have a friendly atmosphere and climate.
- Prepare meaningful assignments for volunteers.
- Allow time for communication, friendship, and feedback.
- Encourage a mutual show of appreciation between teachers and volunteers.

You can recognize volunteers continually.

- Include information about volunteers in school newsletters.
- Contact newspapers about volunteer activities.
- Provide substantial training.
- Promote a school ‘volunteer of the month’ program.
- Let volunteers know they are missed when they are absent.
- Make sure the volunteer has adequate work space and a job description.
- Install a volunteer suggestion box.
- Include volunteers on committees and advisory councils.

You can recognize volunteers at special events.

- Present plaques and certificates to volunteers.
- Honor participants with coffees, luncheons, or dinners.
- Send a birthday card or a holiday greeting.

Don’t forget that volunteers and volunteer programs may also qualify for awards of service from the Office of School & Family Partnerships. Make sure to complete the forms and submit them by the deadline. Then, invite top volunteers to the annual Volunteer Recognition event held by the county.

You can also nominate outstanding volunteers for the Volunteer of the Month award. Honorees are recognized at a Board of Education meeting. There, they are presented with a certificate and an award. Be sure to complete a [nomination form](#) for an outstanding volunteer in your school (see Appendix, pp. 42-44 for a sample form.)



Recognition Principles

Deliver recognition and rewards in an open and publicized way. If not made public, recognition loses much of its impact and defeats much of the purpose for which it provided. Do not, however, think that public recognition will substitute for private, everyday, personal thank yous and respect. What happens 365 days a year has much more impact than what happens at an annual recognition function.

Timing is crucial. Recognize contribution throughout a project. Reward contribution close to the time an achievement is realized. Time delays weaken the impact of most awards. An immediate ‘thank you’ or ‘great job’ is much more important than a proclamation six months later.

Tailor your recognition to the unique needs of the people involved. Have several recognition and reward options in order to acknowledge accomplishment in ways appropriate to the particulars of a given situation.

Deliver recognition in a personal and honest manner. Avoid producing recognition that is too ‘slick’ or overproduced. Small, personal indications of appreciation tend to be perceived as more sincere than formal pronouncements.

Strive for a clear, unambiguous and well-communicated connection between accomplishments and rewards. Be sure people understand why they receive awards and the criteria used to determine awards. People must think the awards are fair and deserved.

(reprinted from Grapevine)

This magazine is no longer printed. However, Susan Ellis now publishes an e-magazine called e-Volunteerism. For more information on Susan Ellis and for hints on volunteer program management, visit www.energizeinc.com on the internet.



Ideas for Volunteer Recognition

- Volunteer Recognition Day at school with refreshments
- Plant a garden (or flowers) in the volunteer's yard to bloom every spring (a constant reminder)
- Tickets to events to share with a child or a gift to share (book)
- A tea or lunch at the school honoring them for the monthly volunteer recognition
- Dinner theater tickets or movie tickets
- Run an ad in the local paper mentioning the volunteers' names
- End of the year volunteer breakfast from the teachers
- A "Getting to Know _____" insertion in the school's monthly newsletter
- At the spring tea at the school, have a PowerPoint presentation consisting of pictures taken of volunteers throughout the year – as the volunteers come in, the pictures are continuously running
- Give a rose with a poem of appreciation attached
- Personalized, handwritten thank-you cards mailed to volunteer's home after events
- Placing classified ad to announce special volunteers in local newspaper
- A premium parking spot at the school
- Picnic for the whole school; therefore all the students will recognize and thank them
- Receive a free school yearbook
- A gift certificate (donated by the school's corporate sponsor) to a local business
- A "volunteer of the month" board – photos change each month
- Have a volunteer recognition day at one of the local churches in the community
- Have a Saturday night banquet at the school
- Give them an honorary title they hold for one year
- Have children do a program, sing, recite poems, etc.
- Free tickets to school related events
- Do a profile of a volunteer of the month in the school newsletter
- Sponsor a volunteer appreciation night at local amusements (movies, ball games, etc.)



Themes for Volunteer Recognition Events

- “Go for the Gold!” Have everyone dress in black and gold and use black and gold decorations.
- “Volunteers are Shining Stars” - Have mugs with stars as favors, give out certificates with star borders and star shaped nametags.
- “Volunteers are the Heart of Education”
- “What is Your Part as a Volunteer?”
- “\$ Valuable Volunteers \$” - with play money of course!
- “Volunteers Help Our Children Grow” - featuring flower pots and seed packets.
- “Volunteers—The Heart of Our Community” - with red paper hearts to each volunteer.
- “Appreciating Unsung Heroes” - the quiet role model
- “Volunteers are the ‘Heart’ of the school.”
- “Volunteers are the real treasures”
- “American Heroes/Heroines”
- “Superstars”
- “Many Hands Make a Difference”
- “Many Hands Make Light Work”
- “Hats Off to Our Volunteers” - wear crazy hats and use hats as decorations.
- A Mexican fiesta
- “Famous Volunteers”
- “Reach for the Stars”
- “Volunteers Are Stars”
- “Tea Party”
- “Together We Make a Difference”

Themes from Other Sources....

- “Volunteers Make It Happen”
- “Volunteers Add That Special Touch”
- “Volunteer Joy”
- “Volunteers: America’s Strength”
- “Volunteers: Beauty in Motion”
- “Volunteers Make Spirits Bright”
- “Volunteers: Treasures for All Seasons”
- “Explore the Wonder—Volunteer”
- “Volunteers: A Symphony of Service”
- “Bring Beauty to Life: Volunteer”
- “Volunteers Light the World” - use candles for favors
- “Change the World: Volunteer!”

Section 5: Recordkeeping and Program Evaluation

- Raptor
- V-Volunteer
- Volunteer Program Evaluation



Raptor

Raptor is the school security software in use in all AACPS buildings to monitor those who enter and leave the buildings during school hours. Schools also use this software to sign volunteers in and out, as well as to monitor their hours. Reports can be run and used for end-of-year reporting. A link to the reporting forms, which can be found on the AACPS intranet, is emailed to the principal in February. Samples can be found in the Appendix, pp. 45-48.

V-Volunteer

Most schools also have volunteers who contribute hours and hours of service outside of the school building and the school day. These could be volunteers with small children who take home materials to color or cut, PTA/PTO officers, booster groups, before- or after-school club organizers, and Weekend Food program partners, among many others. Providing accurate data about the volunteer hours given to your school is not only important to give your school recognition about the family and community support it receives. These hours, reported at the end of each year, are compiled at the county level and are used to indicate in-kind support when the county applies for state, federal and private grants.

V-Volunteer is a feature of Raptor that allows your volunteers to log their offsite hours remotely, using any computer. To sign up for v-volunteer, the volunteer gives the school secretary an email address that is added to the volunteer's Raptor profile. An automatic email is sent to the volunteer, who is invited to log on to www.v-volunteer.com and set up an account. Hours that the volunteer records are automatically added to those that are recorded at school for that volunteer.

Of course, not all volunteers have access to computers or feel comfortable using them. If this is the case in your school, you may want to establish an alternative system to record hours outside the school day or school building, and these can be entered at the school or by calling the Office of School & Family Partnerships.



Volunteer Program Evaluation

To maintain the strengths of your program, improve any weaknesses, and be responsive to the volunteer needs of your school, the volunteer program should be evaluated each year. A key question to ask during any evaluation is whether the program truly benefits the students!

The evaluation can take many forms. One approach may be an informal grouping of administrators, teachers, and volunteers to share expectations and results of volunteer activities in the school. A more formal written evaluation can be developed for teachers, volunteers and administrators. If your school determines that a written evaluation could be valuable, simple evaluation forms are included in this handbook (see Appendix, pp. 50-51). Of course, feel free to modify them to fit the needs of your school.

As a result of the evaluation, changes might be indicated for the coming year. The results gathered offer an opportunity for your school to plan for the coming year. Plans would include efforts to maximize strengths in your program while minimizing any weak areas.

APPENDIX





Volunteer Management Task Analysis

I. Program Planning and Administration

A. Assess/analyze needs for assistance.

1. Design questionnaires, survey forms, etc. to determine areas where assistance is needed.
2. Talk to people.
 - a. Ask staff to identify successful programs from past years.
 - b. Ask volunteers what they thought was most effective in past years.

B. Design Volunteer Assignments

1. Determine volunteer job categories based on the identified needs for assistance as well as what actually worked in the past.
2. Write up job descriptions.

C. Set up policies and procedures.

1. Review school policies and procedures; consult with administration and staff about any requirements and rules affecting volunteers.
2. Determine policies and procedures for specific volunteer assignments.
3. Develop and maintain a manual for volunteer program procedures.

D. Develop new projects.

1. Gather ideas for new volunteer projects and program expansion.
2. Initiate pilot projects to test ideas.

E. Develop professional skills

1. Read professional volunteerism books and periodicals.
2. Attend volunteer management workshops and conferences.
3. Network with other directors of volunteers through professional associations.

II. Recruitment

- A. Identify volunteers needed.
- B. Develop recruitment materials.
- C. Design and distribute the application form.

III. Assignment of volunteers to volunteer jobs

IV. Orientation and Training

- A. Develop an orientation program for all volunteers.
 1. Set date.
 2. Plan agenda.
 3. Prepare informational materials to distribute to new volunteers.
 4. Arrange to show the PowerPoint on sexual harassment and child abuse/neglect.



V. Supervision

- A. Communicate regularly with staff and volunteers.
- B. Serve as a ‘third party’ moderator to resolve any problems arising between volunteers and salaried staff members, or among volunteers themselves.
- C. Build in assessments of your program.

VI. Motivation and Recognition

- A. Assure ongoing volunteer motivation and appreciation.
 - 1. Promote school-wide atmosphere of welcome, courtesy, motivation, and productivity.
 - 2. Suggest ways for salaried staff to demonstrate appreciation of volunteers on a day-to-day basis.
 - 3. Establish methods for volunteers to express concerns and offer suggestions.
- B. Conduct recognition activities and events.
 - 1. Plan formal recognition of all volunteer services, such as annual events or awards.
 - 2. Identify those volunteers eligible for special recognition at the county level.
 - 3. Thank those employees who contribute to the volunteer program.

VII. Program evaluation

- A. Conduct regular program evaluation – informal or formal.
- B. Track pilot projects carefully.

VIII. Recordkeeping and Reporting

- A. Recognize the data needs for the school.
 - 1. Hours given by each volunteer
 - 2. Years given by each volunteer
 - 3. Running record of all volunteers who have seen the PowerPoint on sexual harassment and child abuse/neglect
- B. Prepare and submit the end of the year report by the due date.



Volunteer Update

Sexual Harassment and Child Abuse – Two Serious Issues for Our Times

Sexual Harassment: It's Not a Joke! It's Not Flirting! It's Illegal.

What is sexual harassment?

Sexual harassment is unwanted and unwelcome behavior of a sexual nature which interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere.

Students are legally protected against sexual harassment by Title IX of the Education Amendments of 1972, a Federal law prohibiting discrimination in schools on the basis of sex. Sexual assault is also covered in the Criminal Code of Maryland. All students have a right to participate in all school and classroom activities in an atmosphere free from sexual harassment. Also, everyone has a responsibility not to engage in sexual behaviors that are unwelcome or offensive to others.

It Could Be Sexual Harassment!

- Staring or leering at parts of someone else's body
- Comments, gestures, or jokes of a sexual nature
- Displaying of sexual pictures or objects
- Spreading sexual rumors or commenting about sexual behavior
- Repeated pressuring for dates or unwanted sexual activity
- Touching, grabbing, pinching
- Asking for sexual favors in exchange for grades, promotions, or participation in school activities
- Physical sexual assault

How Do You Know When Sexual Harassment is Occurring?

Ask yourself these questions:

- Is the behavior of a sexual nature?
- Is the behavior unwelcome by anyone involved?
- Does the behavior make you or any other person feel uncomfortable?
- Does the behavior interfere with anyone's ability to learn or to enjoy school or classroom activities?
- Does the behavior involve one person trying to have some kind of power over another person?
- Would you want this behavior directed toward a member of your family or toward a friend?

Remember that while the majority of incidents of sexual harassment involve a male harassing a female, harassment can also involve female to male, male to male, or female to female behaviors.

Thank you...

Thank you for volunteering your time to work with the students in our schools. By county and state policy, all volunteers must receive information on these two topics. We ask that you take the time to read over this information before your volunteer efforts begin. For more information, contact your local school.

Dealing With Sexual Harassment

- Take action and get help when needed. Ignoring sexual harassment is not an effective way to stop it.
- Whenever possible, tell the harasser verbally or in writing what the specific behaviors are that you find offensive. Ask him or her to stop.
- Report the offensive behaviors to a teacher, counselor, school administrator or the Central Office (410-222-5000).
- Keep a detailed record of the harassing behavior to share with school officials who investigate your complaint.
- You can also report complaints to the following:

The Equity Assurance and Compliance Branch
Maryland State Department of Education
200 West Baltimore Street
Baltimore, MD 21201
(410-333-2230, TDD/TYY 410-333-6442)

The Maryland Commission on Human Relations
20 East Franklin Street
Baltimore, MD 21202
(410-333-1700, TDD/TYY 410-333-1737)

Office of Civil Rights
Region III
U.S. Department of Education
3535 Market Street, Room 6300
Philadelphia, PA 19104
(215-596-6795, TDD/TYY 215-596-6794)

The information on sexual harassment was taken from a pamphlet published by the Maryland State Department of Education.

Anne Arundel County Public Schools does not discriminate on the basis of race, color, sex, age, disability, or socioeconomic status in matters affecting employment or in providing access to programs. For questions regarding nondiscrimination, please call 410.222.5000, TDD 410.222.5500.



Child Abuse – You Must Report It!

<p>Child abuse and neglect is a serious problem which requires the involvement of all private citizens and professionals in the community for the purposes of prevention, identification, and treatment. In Maryland, the law requires that anyone who <i>SUSPECTS</i> a child has been or is being mistreated must report the matter to the Department of Social Services. This law is supported by the Anne Arundel County Board of Education Policy 904.05. Any person who, in good faith, makes a report of abuse or neglect is IMMUNE from any civil liability or criminal penalty.</p> <p>Any volunteer who has reason to believe that a child has been subjected to physical or sexual abuse, neglect, or mental injury shall immediately report to the local department of social services and the school principal.</p> <p style="text-align: center;">How To Report</p> <p>1. Any volunteers who receive reports of or who know of incidents of alleged or suspected child abuse or neglect are</p>	<p>required by law to immediately report such suspicions to the Department of Social Services (DSS). This legal requirement includes allegations involving school system employees. The Child Protection Unit of DSS can be reached at 410-974-8700. This is a 24 hour number.</p> <p>2. You will need the following information, if available:</p> <ol style="list-style-type: none"> The child’s name, date of birth, school grade Family’s (Mother’s) name, address, telephone number Names of other people living in the home Information about the alleged abuser <p>3. At the same time or immediately following the initial call to DSS, volunteers must report all related information to the school principal or designee.</p> <p>4. Following the initial call to DSS, the</p>	<p>school principal or designee must report all related information to the Regional Assistant Superintendent. For incidents involving employees or volunteers, the school principal must contact the Office of Investigations (410-222-5286).</p> <p>5. Volunteers who make an initial report to DSS must complete, with 48 hours, a written form on form 1880/1 and forward the completed form to</p> <p>Department of Social Services Child Protective Services Screening 7500 Ritchie Highway Glen Burnie, MD 21061</p> <p>State’s Attorney’s Office 44 Calvert Street Annapolis, MD 21401</p> <p>Office of Investigative Services Anne Arundel County Public Schools 2644 Riva Road Annapolis, MD 21401</p>
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Defining Child Abuse And Neglect

<p style="text-align: center;"><u>Physical Abuse</u></p> <p>The physical injury of a child, under the age of 18, by a parent, a person with permanent or temporary care, or custody, supervision, or a household or family member;</p> <p>Circumstances indicate that the child’s health or welfare is significantly harmed or is at risk of significant harm.</p> <p style="text-align: center;"><u>Warning Signs of Physical Abuse</u></p> <p>Bruises on the body, on the face, in an unusual pattern, clustered in one area of the body, in various stages of healing, both eyes blackened with no injury to the nose.</p> <p>Burns from immersion in hot liquid, from cigarettes, usually crater shaped burns on palms of hands, from a hot implement such as an electric curling iron, from ropes, indicating confinement.</p> <p>Welts, cuts, abrasions, fractures, and/or internal injuries when combined with some other warning sign or when the injury doesn’t seem likely to have resulted from normal activity.</p> <p>The child is overly obedient, shy, or aggressive, avoids parents; avoids physical contact; is hyperactive; is easily frustrated; is distrustful; suppresses crying.</p>	<p>The parent is immature; is dependent; is aggressive; has inappropriate coping skills; is easily frustrated; has low self-esteem; sees child as ‘bad,’ ‘different,’ or ‘evil’; has unrealistic expectations for child’s physical or emotional development.</p> <p style="text-align: center;"><u>Mental Injuries</u></p> <p>The observable, identifiable and substantial impairment of a child’s mental or psychological ability to function.</p> <p style="text-align: center;"><u>Sexual Abuse</u></p> <p>Any act or acts involving sexual molestation or exploitation, including incest, rape, carnal knowledge, sodomy, or unnatural or perverted sexual practices on a minor child by a parent, a person with permanent or temporary care or custody or supervision, or a household or family member:</p> <p>Sexual molestation or exploitation may range from sexual advances, kissing, or fondling to sexual crime in any degree, prostitution, or any involvement in child pornography.</p> <p>Child sexual abuse does not have to include physical injury to the child.</p> <p style="text-align: center;"><u>Warning signs of sexual abuse</u></p> <p>The child has difficulty sitting or walking; has repeated symptoms of medical problems with the genitals or digestive system; has a</p>	<p>sexually transmitted disease; is pregnant; displays unusual sexual behavior or knowledge; has nightmares; does not get along well with peers; has few social skills; is extremely isolated; runs away repeatedly.</p> <p>The parent is extremely overprotective; is overly interested in child’s social and sexual life; sees child as highly sexualized; is jealous.</p> <p style="text-align: center;"><u>Neglect</u></p> <p>The leaving of a child unattended, or any other failure to give proper care and attention to a child by the child’s parents, guardian, or custodian under circumstances that indicate:</p> <ol style="list-style-type: none"> that the child’s health or welfare is significantly harmed or placed at substantial risk or harm; or mental injury to the child or a substantial risk of mental injury. <p style="text-align: center;"><u>Warning signs of Neglect</u></p> <p>The child is overly obedient, shy, or aggressive, avoids parents, avoids physical contact; is hyperactive; is easily frustrated; is distrustful; suppresses crying.</p> <p>The parent is apathetic; shows little concern or awareness of the child’s needs; shows anger when questioned about the child’s care; makes decisions impulsively; is inconsistent in disciplining the child; has overwhelming personal needs.</p>
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Volunteer Update – Signed Version

Sexual Harassment and Child Abuse – Two Serious Issues for Our Times

<p>As you enter into the Anne Arundel County Public Schools, be advised that we are committed to maintaining an environment for students, employees, and volunteers that is free from all forms of harassment. As you work within our schools, you will be responsible for recognizing and reporting any incidents of sexual harassment which may come to your attention.</p> <p>In 1993, the Board of Education of Anne Arundel County Public Schools enacted <i>BOE Policy 902.16 – Sexual Harassment—Students and BOE Policy</i></p>	<p><i>800.31—Sexual Harassment—Employees</i> in order to maintain an environment free from sexual harassment. In addition, sexual harassment is a form of sex discrimination, and is illegal as defined by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act, the 14th Amendment of the Constitution, and numerous state criminal and civil statutes. Sexual harassment is not just a problem for adults. It occurs in our schools and may affect students as early as elementary school. We are all responsible for recognizing and addressing allegations</p>	<p>of sexual harassment.</p> <p>Filing a Complaint</p> <p>Volunteers who learn of allegations of sexual harassment should immediately report that information to a school staff member or administrator. Investigations of all complaints will be conducted quickly to prevent additional allegations. All investigations are handled in a confidential manner involving only those people who need to know.</p>
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<p>Child Abuse -- You Must Report It!</p>	
<p>Child abuse and neglect is a serious problem which requires the involvement of everyone in the community for the purposes of prevention, identification, and treatment. In Maryland, the law requires that anyone who SUSPECTS a child has been or is being mistreated must report the matter to the Department of Social Services. Any person who, in good faith, makes a report of abuse or neglect is IMMUNE from any civil liability or criminal penalty. School administrators, pupil personnel workers, and school counselors may be able to offer assistance in making the report. You can also obtain consultative assistance from the Office of Investigations (410-222-5286).</p> <p>How to Report</p> <p>1. Immediately report suspected child abuse and/or neglect, including allegations involving Board employees,</p>	<p>to the Department of Social Services. Oral reports must be made as soon as possible by telephoning Protective Services at 410-421-8400. Before placing the call, you should complete the information on the written form so that you can answer questions asked by the screening unit at the time of your call.</p> <p>2. Written reports must follow oral reports <i>no later than 48 hours</i> after an individual learns of the suspected abuse and/or neglect. (Forms for reporting suspected child abuse are found in every school. The form, <u>Report of Suspected Child Abuse/Neglect</u> must be mailed to (a) the Anne Arundel County Department of Social Services, (b) the local State’s Attorney’s Office, and (c) the Office of Investigations at the Board of Education.</p> <p>3. Also, professional staff will immediately report all pertinent information to the school principal or designee.</p> <p>4. Reporting can be required for persons over 18 years of age if they are developmentally disabled or vulnerable. Students in certain school programs may fall into this category.</p> <p>After the Report is Made</p> <p>The information contained in reports of suspected child abuse and/or neglect must be treated carefully and be kept confidential. Confidentiality laws exist to protect both the reporter and the child in question.</p> <p>Once you make a report of suspected child abuse or neglect, Protective Services will send you a letter telling you that they received your report. Because of limitations imposed by the law, no additional information regarding your report can be given to you.</p>

By signing, I am certifying that I have read and I do understand the information given above.

Name _____ Date _____



Anne Arundel County Public Schools
Volunteer Program
Sexual Harassment and Child Abuse Video Viewing

Once you have viewed the Sexual Harassment and Child Abuse video online, complete this form and return it to the Staff Liaison for Volunteers at your school.

I certify that I have viewed the Sexual Harassment and Child Abuse video in its entirety and I understand the information contained in it.

Name

Email address/phone number

Date

School



1



Escuelas Publicas del Condado de Anne Arundel
Programa de Voluntarios
Video sobre Acoso Sexual y Abuso Infantil

Una vez que haya visto el video en línea sobre el Acoso Sexual y el Abuso Infantil, complete esta forma y devuélvala a la persona de Enlace para Voluntarios de su escuela.

Certifico que he visto en su totalidad el video sobre Acoso Sexual y Abuso Infantil y entiendo la información contenida en el mismo.

Nombre

Correo Electrónico/Numero de teléfono

Fecha

Escuela



Anne Arundel County Public Schools Volunteer of the Month Nomination Form

Thank you for taking time to nominate one of your school's exemplary volunteers for special recognition by the Board of Education. AACPS is fortunate to have many outstanding volunteers. Since only one volunteer is honored during a Board of Education meeting each month of the school year, the selection is competitive. For your nominee to be considered, please be sure *she/he meets the criteria* which are listed on page 2. If your nominee is not selected next month, the nomination will remain on file for future consideration.

I. NOMINEE:

Volunteer's Name

Phone Number

Email address

School

II. NOMINATOR:

Printed Name and Title

Phone Number

Email Address

School

Phone Number

III. ENDORSEMENTS: The principal's endorsement and those of two other AACPS employees and/or volunteers are required. See page 2 for directions for endorsement letters/statements.

Principal's Printed Name

Email address

Phone Number

Endorsement #2: Printed Name & Title

Email Address

Phone Number

Endorsement #3: Printed Name & Title

Email Address

Phone Number



Volunteer of the Month Nomination Form - Page 2

Nomination Criteria

Please provide explicit examples in the narrative to illustrate how your volunteer meets each of the following

- Initiates, develops, and/or implements outstanding volunteer programs in support of school goals.
- Effectively encourages, involves, and/or engages other families or community members to volunteer at the school.
- Displays a high degree of commitment and constancy to the volunteer program.
- Displays outstanding performance in volunteer tasks.
- Displays a high degree of willingness to assist other volunteers, staff members, and/or students.
- Maintains good relations with students, staff, volunteers, and the community.

Nomination Details

1. Anyone may nominate a volunteer, other than oneself.
2. Nominees may not be administrators or classroom teachers at the school for which they volunteer. Contact the Board of Education at 410-222-5311 for Educator and Employee of the Month Awards nomination information.
3. An acknowledgement of your nomination will be sent within one week of receipt. The school principal will be notified of a winning nomination at least three weeks in advance of the award date. If your nominee is not selected next month, the nomination will remain on file for future consideration.
4. **Only fully completed nominations will be considered.** Be sure to include the required endorsement letters and a detailed narrative. Supplemental materials such as news clippings or pamphlets (up to 3 pages), may be submitted. No materials will be returned.
5. Email the nomination packet to the Office of School and Family Partnerships: Teresa Tudor, Senior Manager, ttudor@aacps.org and Shelley Davenport, Family Involvement Specialist, smdavenport@aacps.org
6. Contact Teresa or Shelley for more information.

Endorsements

Attach 3 letters or testimonials in support of this nomination: one from the school principal and from each of the two school staff and/or volunteers, as listed on page 1. 100 to 150 words is generally adequate for each.

Nomination Narrative

In 400 - 500 words, please use explicit details to completely describe how the nominee meets each of the nomination criteria.

(Please use next page)

Nomination Narrative



Survey of Volunteer Services



Anne Arundel County Public Schools – Office of School & Family Partnerships

Survey of Volunteer Services

INSTRUCTIONS: This form is designed to obtain information for use in monitoring volunteer program growth, identifying program needs, and for system reporting. It is also used to qualify each school for the Maryland State Department of Education’s *School Volunteer Program Certificate (SVPC)*. In order to qualify, the form must be completed on the employee intranet and submitted on time. If you have questions, contact Teresa Tudor, Senior Manager, Office of School & Family Partnerships.

School	Principal
--------	-----------

Staff Liaison	Volunteer Coordinator(s):
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Date of orientation for staff on the use of volunteers. (Please note that this is a requirement for the SVPC.) <input type="checkbox"/> No Orientation	Date of orientation for parent or community volunteers. (Please note that this is a requirement for the SVPC.) <input type="checkbox"/> No orientation
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Number of students enrolled this year:	Number of Adult Volunteers:	Volunteer Hours this year: (In order to qualify for the SVPC, the number of Volunteer Hours must be at least double the number of students.)
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List any new programs started this year to encourage and/or increase parent involvement.

What is one major strength, special program, or accomplishment of your volunteer program?

Do you have any concerns or feedback that you would like to share with this office?

Completed by:

Title:	Date:
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Volunteer Acknowledgement Awards Nomination Form



Anne Arundel County Public Schools – Office of School & Family Partnerships

Volunteer Acknowledgement Awards

Complete this form on the employee intranet. As always, the program will include a printed list of honorees. Therefore, the names must be returned by the given date. **No additions may be added after this date for inclusion in the program.** If you have questions, contact Teresa Tudor, Senior Manager, Office of School & Family Partnerships. Thank you.

School	Principal	Regional Assistant Superintendent
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Form Submitted By:	Title:
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1. Anne Arundel County Award for 10, 12, 15, 20, 25, and 30 years of service.

Requirements: Volunteer must have service for a total of years equal to one of the numbers above. Years of service can be accumulated in different schools. Each service award can only be earned once.

Number Of Years (Circle One)	Name of Volunteer	Number Of Years (Circle One)	Name of Volunteer
10 12 15 20 25 30		10 12 15 20 25 30	
10 12 15 20 25 30		10 12 15 20 25 30	
10 12 15 20 25 30		10 12 15 20 25 30	
10 12 15 20 25 30		10 12 15 20 25 30	
10 12 15 20 25 30		10 12 15 20 25 30	

2. Anne Arundel County Award for 1,000 Hours of Service

Requirements: Volunteer must have service for a total of 1,000 hours. Hours can be accumulated in one or more years and in one or more schools. This award can only be earned once.

NAME OF VOLUNTEER	NAME OF VOLUNTEER



3. Anne Arundel County Award for 500 Hours of Service

*Requirements: Volunteer must have service for a total of 500 hours. Hours can be accumulated in one or more years and in one or more schools.
 This award can only be earned once.*

NAME OF VOLUNTEER	NAME OF VOLUNTEER

4. Anne Arundel County Award for 300 Hours of Service In One Year.

*Requirements: Volunteer must have given 300 hours of service in one year. Hours must be given in one year in one school.
 This award can be earned each and every year.*

NAME OF VOLUNTEER	NAME OF VOLUNTEER

5. Volunteer Coordinator Certificates

Requirements: Volunteer must work directly with Staff Liaison to oversee and manage all volunteer programs in the school. This award is not for coordinators of individual programs.

NAME OF VOLUNTEER	NAME OF VOLUNTEER

Exemplary Program Award – Nomination Form

			Anne Arundel County Public Schools – Office of School & Family Partnerships		
<h2>Exemplary Program Award Nomination Form</h2>					
<p>Schools are encouraged to nominate exceptional volunteer programs for recognition at the annual Volunteer Recognition Event. In order to acknowledge a special program at your school, you are invited to complete this nomination form and submit by the due date. One school from each Regional Assistant Superintendent's area will be recognized. You will be notified before the date of the Volunteer Recognition Event if your program is chosen for this award. If you have questions, contact Teresa Tudor, Senior Manager, Office of School & Family Partnerships at 410-222-5414. Or you may send email to ttudor@aacps.org.</p>					
School		Principal		Regional Assistant Superintendent	
Staff Liaison			Volunteer Coordinator(s)		
Program Name			Program Coordinator		
Start Date for Program			Years of Service for Program		
Number of Volunteers Involved		Number of Students Involved		Number of Teachers Involved	
Give the date for the most recent orientation for this program					
<p>RECRUITING. Briefly describe how recruiting is done for this program</p>					
<p>AWARDS. List any special recognitions already awarded to this program and/or individual members of this program.</p>					
<p>ACTIVITIES. Briefly describe the activities of this program, stressing its unique features.</p>					



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School Name:

GOALS. An exemplary program should support one or more of the school goals as well as school system goals. The best programs will address at least one of these areas: Academic Achievement, Safe and Supporting Learning Environment, Workforce Quality or Community Engagement. How does this program complement school efforts to reach stated goals?

EVALUATION. Provide a brief description of the results of any efforts to evaluate this program.

REFERENCES. Identify two references who may be contacted to verify the scope and extent of this program.

Signature of person completing form

Please print your name here.

Principal's Signature:



Program Evaluation for Volunteers

Please complete all information. If you wish to include written comments, please place them on the bottom or back of this sheet.

School name _____

Your name (optional) _____

Yes	No	
		1. How many hours did you work weekly? _____
		2. Were you placed according to your interests and abilities?
		3. Did you have a good rapport with the children?
		4. Did you have a good rapport with the adults at this school?
		5. Did you have a good rapport with the teacher?
		6. Did you think you received adequate training before your assignment?
		7. Did you receive satisfactory training during your assignment?
		8. Was your on-the-job supervision satisfactory?
		9. Do you plan to continue as a volunteer?
		10. Did you feel that your service was beneficial to the students and to the school?

How do you think the program can be improved? Please be specific.



Volunteer Program Evaluation for Teachers/Staff

Please complete all information. If you wish to include written comments, please place them on the bottom or back of this sheet.

Name (Optional) _____

Position _____ Date _____

Yes	No		
			1. Have you used the services of one or more volunteers this year?
			2. Were you satisfied with the services given you by your volunteer(s)?
			3. Do you feel the volunteers were adequately trained?
			4. Do you feel the volunteers were correctly placed?
			5. Were you provided with adequate assistance to help you with on-the-job training for your volunteers?
			6. Were volunteers provided with enough recognition?
			7. Do you feel the volunteers were adequately supervised?
			8. Was the staff/faculty orientation adequate?
			9. Do you wish to have a volunteer next year?
Good	Fair	Poor	<i>Please rate your feelings about the following components of the program.</i>
			Overall program planning
			Your involvement with program planning
			Recruitment of volunteers
			Orientation of volunteers
			Orientation of staff/teachers
			Training for volunteers
			Overall effectiveness of volunteers
			Supervision of volunteers

