

Springwater Volunteer Handbook

2011 - 2012



Springwater epitomizes the oft-used phrase that it takes a village to raise a child. The degree of parent involvement in the daily operation of the school is key to the successful and continued operation of Springwater itself. It also provides a very important unanticipated benefit - the opportunity for parents to get to know each other, each other's children, and each other's families. In doing so, we create a close-knit community that shares similar hopes and dreams for their children's education. Thank you to our wonderful, dedicated volunteers.

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The Building of Community

Thank you for volunteering at Springwater! A volunteer provides many things: an extra pair of hands, an extra measure of personal warmth, a valuable special resource for classroom enrichment, a bridge between the instructional program and the community. We cannot buy what you give our school!

Responsibilities of Volunteers

Volunteers are responsible for maintaining a professional attitude of mutual respect and confidence. Your cooperative attitude expressed in the willingness to provide services is highly valued and appreciated. Here are a few guidelines and expectations of all Springwater volunteers:

1. Attend orientation prior to beginning volunteer work at the school.
2. Wear volunteer ID nametag while volunteering at school.
3. Be punctual and reliable. Notify the activity coordinator or find a replacement if you will not be able to fill your shift or complete your task.
4. Sign in and out and record volunteer hours on the time sheet provided.
5. Practice the professional ethics of confidentiality (not discussing teachers, students or school affairs at any time). Follow the OCSD expectations regarding mandatory reporting of abuse and neglect.
6. Be willing to offer supportive and supplemental service under professional supervision and direction.
7. Be capable of adjusting to each teacher's individual style and following his/her directions.
8. Be willing to have short conferences periodically to allow for a more rewarding volunteer experience.
9. Set a good example of appearance and behavior for students.
10. Contact the school's volunteer director if you are not satisfied with your placement or are having other difficulties regarding your role as volunteer.

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Working with Students

Not every volunteer task involves working directly with students. If your job keeps you busy during school hours, there are plenty of ways to get involved after hours or for special events. However, if you do choose to work in the classroom, field study, lunchroom, art program, or other student-centered tasks, here are some helpful tips to make the most of your time:

- Be warm and friendly – learn the children’s names and show interest in what they are doing and saying – you are very important as a listener.
- When working with children, encourage them to do their own thinking – give them plenty of time to answer; silence often means they are thinking and organizing what they want to say or write.
- If you don’t know an answer or are unsure of what to do, admit it to the children and try to work it out together – always feel free to ask the teacher of the children for help when you need it.
- Use tact and positive comments – encourage children – look for something worthy of a compliment, especially when children are having difficulties.
- Accept each child as she or he is – you do not need to feel responsible for judging a child’s abilities, progress or behavior.
- Respect a child’s privacy – confidentiality is essential to our school. Information gathered or impressions made about a child must remain confidential.
- Maintain a sense of humor and be flexible. No two days or children are alike.
- Be consistent with the teacher’s rules for classroom behavior, schedule and atmosphere.
- Wear comfortable clothes and don’t hesitate to get down to a child’s level.
- Keep your commitment; the children will expect you and look forward to you coming. If you know you will be gone, tell them in advance. Keep all promises and make none that you cannot keep – children will not forget.

Your Volunteer Choices

Volunteering is rewarding and fun – it’s the best way to get to know Springwater families and feel connected to the community. As you review the many volunteering options at Springwater, you may wish to consider the following factors:

- Do I prefer working directly with students or adults? In a group or independently?
- How can I fit in with my work schedule or other children’s schedules?
- What are the most critical needs of the school?
- What are my strengths and skills?

Try it Out – See What Fits

The following sections outline the “job descriptions” of many volunteer roles at Springwater. Some are coordinators, others are committee members, but ALL areas have tasks or roles that can be adjusted to your needs.

We encourage you to try a few on for size – see what fits and what you enjoy most. Talk to the coordinator in your area of interest, talk to the parents of your child’s classmates to see what they enjoy, sign up for a few smaller tasks. Everyone’s help is what makes our school strong.

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Fundraising Committee

Overview

The role of the Fundraising Committee is to meet the budget goal set forth every year by the Board. The calendar includes two large events as well as several smaller spreads throughout the year.

Fundraising is vital in keeping Springwater operational and all parents are encouraged to participate in the fundraising activities. The goal for the 2011-2012 year is \$80,000.

Involvement

Members are encouraged to attend the monthly meetings but *are not expected to be fully involved in every event*. A large committee helps spread the tasks and keeps the events running smoothly. We need a variety of skill sets.

Everyone can help, no experience necessary!

2011-2012 Fundraising Calendar

Meetings are generally on Thursday evenings and always posted in the weekly tidbits and on the school calendar.

- September- Class shirt orders, SW store items, snack pouches and Chinook Book orders
- October- Bingo night, Pancake breakfast
- November- wreath and tree sales, SW store items
- March- AUCTION!
- April- Jog a Thon
- May- plant sale
- July- First City Celebration

For questions, please contact Alex Van Pelt 503-653-2771 or fundraising@springwaterschool.com

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Parent Council

Overview

Parent Council is designed to support communication and education for Springwater families. The Parent Council members will support staff, school agendas, and projects, as well as promote the school philosophy and community. Each and every parent at Springwater is a piece of the thread that creates the tightly woven community that makes Springwater unique. We all know the importance of staying connected, participating in Parent Council and attending the PC meetings will enable each parent to do so.

Community and Parental Involvement

Parent Council works with Staff to coordinate parent volunteer opportunities inside and outside the classroom for student/family gatherings such as event support (project celebrations, back to school night, holiday events, 8th grade Graduation, etc...) all which help to build the Springwater community.

Parent Council meetings will include discussion and briefings on school wide and grade level volunteer needs, whether it be within the classroom, in the lunchroom, needs for the school's daily operation, assistance with the read naturally program to the sufficient volunteer coverage for Friday Field Studies. Coordination and planning of upcoming community events will take place at Parent Council meetings. In addition, each Volunteer Coordinator and all Room Parents will attend.

2011 – 2012 Schedule

All parents are encouraged to participate. Meetings are scheduled for the first Thursday of every other month. Location to be announced.

- October 6th - Annual Kick Off Meeting
- November 3rd
- January 5th
- March 1st
- May 3rd

Volunteer Director: Lori Skiles – Lskil5@aol.com or 503.888.5624

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Lunchroom Volunteers

The Springwater lunchroom is entirely staffed by parent volunteers. There is no hot lunch program, but there is the need to ensure the facilities are set up properly and students are supervised according to the lunch room rules.

Daily Duties are:

- Arrive early to set up tables and chairs
- Fill the wash bucket with hot soapy water and towels for cleaning tables and spills
- Fill the soaking tubs with hot soapy water just before lunchtime
- Supervise microwave use and assist with opening containers for younger classes
- Monitor the noise level and 'clap' for attention if needed to quiet the room
- Wipe down tables between lunch periods and sweep floors if needed
- End of lunch: wipe down tables, apply leave-on spray to each table, break down tables and put them on racks
- Monitor the work of student helpers and get them back to class on time
- Make sure all dishes are washed and have been run through the sanitizer

Your volunteer time will be about 1 ½ hours long, which includes 15 min. prior to lunch hour and 15 min. after.

Contact: Lunchroom coordinator Erin Nelson @ 503-407-3117 erinnelson@usa.com

Lunch Volunteer Coordinator

Responsibilities

- Develop, maintain and communicate a monthly schedule of volunteers for the lunch room
- Update volunteers through monthly emails
- Work with principal and staff to provide training for all volunteers, attend parent council
- Maintain a log of who has been trained in what level of training
- Be on site once a week
- Help coordinate lunch volunteer role with other volunteer roles

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Office Assistants

Objective

To help the secretary in the office with specific tasks and to provide office coverage while the secretary is outside supervising the playground during lunch hours.

Key Responsibilities

- Answer phones
- Assist students and parents with questions
- Computer data entry
- Filing and paperwork
- Communicate with teachers and principal
- Make phone calls such as late/absences
- Assist other volunteers on site
- Supervise students during family clean

Time Commitment

Two hours per week on-site, on a regular and reliable basis (it helps to have a crew of experienced office assistants).

Contact: Katy Schnoor (503) 631-7700 katy@springwaterschool.com

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Classroom Help

Teachers and Room Parents work together to come up with a classroom needs calendar. Needs vary by age and classroom, for example the younger grades typically need the most assistance, and there are usually needs during literacy or math time, or for special projects when the teacher needs one-on-one time with students.

Parents usually sign up for an hour or two of help on a rotating basis, once a week, once a month, whatever works with your schedule. It does help if you volunteer at the same time or for the same activity regularly so that you are familiar with the class routines and can be the most helpful to students.

IMPORTANT: If you are scheduled to work in a class, Teachers will have planned their instruction accordingly. If you will not be able to attend, please make every attempt to find a substitute, or notify the Room Parent and Teacher both via email with enough time to make other arrangements.

Teachers also need administrative support on a regular basis, and this help is always welcomed. Making photocopies, sorting files, preparing materials, etc., may also be on the needs list or even if not – just ask!

Please contact your Room Parent if you desire to work in the classroom or assist the teacher during school hours.

Who is my room parent?

The room parents for the 2011-2012 year will be arranged in September. Keep an eye on the Tidbits newsletter and the web site (Contact Us menu / Room Parents) for updates.

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Field Study Chaperones

Objective

To lead a small group of 3-5 students during Friday Field Study, to accomplish the academic goals of the day.

Key Responsibilities

- Communicate with the teacher regarding plans for the day
- Help organize and manage the student tasks
- Ask questions to aid learning or wondering about further studies
- Ensure everyone is safe and responsible

Time Commitment

Most field study volunteers commit to at least one quarter at a time, or the whole year, to provide consistency and familiarity with the students and teacher. There are approximately 8 field days per quarter, half-day for grades K-5, whole day for grades 6-8.

Contact: Individual room parents schedule coverage for Fridays.

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Room Parents

Each classroom needs one parent who can be a central communications point for all-class activities and parent coordination, so this burden is not on the teacher. Most arrangements are made via email using the class email groups already set up by the office.

The room parent needs a certain level of commitment to this task – it is a key role at the school. Finding sufficient classroom help is an important task which directly impacts student learning. A room parent can also make a huge difference in the level of connectedness we have with our children's classmates and families.

Key responsibilities

1. Work with teacher to fulfill classroom needs
2. Attend Parent Council Meetings
3. Compose and utilize Phone tree
4. Aid in setting up Carpools for field trips
5. Organizing room celebrations, holiday potlucks, etc.
6. Help in organizing Staff Appreciation Week
7. Help with Community Service Days/Events
8. Help with Auction Projects
9. Organize Parent Help for Friday Field Studies

Room Parent Facilitator

Objective

To oversee the duties of the Room Parents and connect them to the Volunteer Facilitator Committee.

Key responsibilities

1. Deliver critical information to class
2. Reminders for upcoming events, volunteer needs, etc.
3. Empower Room Parents to build community within classroom
4. Meet with all Room Parents and Volunteer Facilitators at Parent Council Meetings
5. Contribute to guidelines for recruiting a room Parent

Contact: Carolyn McGill (971) 219-7270 c.mcgilltrees@gmail.com

Read Naturally Volunteer

The Read Naturally program supports students with extra practice in reading using a specific method. This is provided during the school day, and training is provided.

- Commit to running a RN group in the classroom at least 2 days a week or working with a partner.
- Read and study the Read Naturally manual.
- Attend a 3 hour training session with the RN volunteer coordinator.
- Attend additional meetings as needed.
- Model supportive attitudes and reading techniques with students.
- Communicate concerns, questions, feedback with coordinator who acts as the liaison with support staff.
- Fill out the data and graphs to track students progress.

Contact: Carol Pauli (503) 557-1651 carolpauli2009@g.com

Read Naturally Coordinator

- To recruit and Train Read Naturally Group Volunteers
- Work in conjunction with support staff (Deb, Stacy, and Teachers) to help carry out a reading plan to meet the needs of each student in the intervention program.
- Help formulate an Action Plan for Read Naturally for the said year
- Monitor all volunteer groups progress, sit in on sessions, review and record data, review findings with support staff as necessary.
- Monitor success of program with each student and relate any concerns with support staff.

Help promote an enthusiastic and encouraging reading culture at Springwater

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Art Program Volunteer

Responsibilities

1. Volunteer on Tuesdays during artist residency
2. Be willing to participate in training with artist.
3. Be dependable and encourage artistic concepts with the students.

Art Program Background, Goals and Plan

The art program model will change for the 2011-2012 school year. We will continue to hire three elective teachers for the 6-8 grades, and the focus will be visual art, drama/choir, and technology. Each term the students will rotate so that they will experience all medias for the year.

We will also hire two artists on a yearly contract who will teach the K-5 students. They will be teaching a comprehensive art curriculum which allows the students to build their art skills and knowledge over their years at Springwater.

The K-5 students will be taught in three groups: K-1, 2/3, and 4/5. Teachers will be given the opportunity to have planning time during this art schedule. It is essential that we have strong art volunteers who are on time and consistent. We will try to have this schedule function on a one day model, and possibly include the elective classes for the 6-8th grade students on the same day. This will allow for parent volunteers to commit to a yearly model, and will be especially helpful to parents with multiple children.

We will offer a parent volunteer training day each trimester for any new art volunteers. The artists will participate in this training to assure that responsibilities are clear.

Contact: Tiffany Nelson (503) 631-2025 mamatiffn@yahoo.com

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Art Program Coordinator

Responsibilities

1. Communication with the teacher liaison and the principal about all art details. Before each trimester, schedule a meeting with the teacher liaison to inform him/her about the details for the residency. Schedule changes may need to be made based on the school calendar or curriculum schedules.
2. Begin working on the art plan for the year in April so that by May there is a plan ready to bring in front of the teachers and the board. Attend two board meetings a year to update the board about art. (1 meeting in the Fall and one in the Spring should suffice)
3. Contact artists in late May and confirm artists in residence by July. The teachers will need to know the upcoming art plan so they may finish their scheduling for the upcoming year before they depart from the school for summer. The art coordinator and the artists may also have to meet for a few summer coffee meetings in which contracts are signed and budget is confirmed.
4. Create a "Welcome the New Artist" bulletin board for each new artist. Typically the board will consist of a biography of the artist and pictures of his/her past work. There is an existing bulletin board adjacent to the gym door which has been designated as the "art board".
5. Send an e-mail to the volunteer coordinator introducing the new artist and the schedule for art which will be sent to the room parents as a reminder for parent volunteers to sign up to help on the day or days that are scheduled for art. This email is sent just prior to the start of each trimester.
6. Give the Springwater website writers contact information of the new artists so that an article may be written to post on the website.
7. Schedule an art parent volunteer training day at the beginning of each trimester for any new art volunteers.
8. During the residency, check with the artists on a regular basis to see if things are running smoothly and check to see if their needs are being met. If the artist are having to deal with any student behavioral issues, please inform the classroom teacher immediately. It is not an artist's role to deal with such issues.

Friday Acorns Childcare

Objective

To provide on-site childcare for younger siblings so that parents can go out with older students on Friday Field Study.

Key Responsibilities

- Supervise and play with about 5-10 young children of preschool age (3 yrs – 5 yrs) in the preschool room
- Plan a few simple activities and gather supplies needed
- Get to know regular attendees and their families
- Read books, sing songs, play with toys, etc.
- Assist with hygiene, snacks and lunch
- Ensure that the room is cleaned and toys are picked up at the end of each session

Time Commitment

Approximately 4 hours – from 9 am to 1:00 pm – on each scheduled Friday Field Study.

Contact: Yvonne Schmitz (503) 631-8441

Technology Coordinator

Objective

The Technology Coordinator directs the school's technology committee by working with staff to identify both immediate and long-term technology needs, and by assigning tasks to be completed to parent members of the technology committee and/or a contracted computer servicing company.

Key Skills and Responsibilities

While knowledge of computers is helpful for this position, it is not necessary, because the Technology Coordinator works with others who have the ability to troubleshoot software, hardware, and networking problems.

Important skills for the Technology Coordinator include:

- Strong organizational and communication skills
- Able to be present on campus on at least a semi-regular basis
- Able to work as a liaison between staff, parent volunteers, and outside resources to address technology-related emergencies, planning, and purchases.

Time Commitment

Approximately 1-2 hours, 2 days per week for on-site coordination, with some time for meetings, phone calls, and follow up emails as needed. Available for urgent needs as they occur.

Web Site/Newsletter

Objective

Keep parents informed and assist coordination by publishing in the weekly newsletter and posting online, and providing other online services.

Location

Home office with reliable internet connection, occasional meetings elsewhere

Tasks

Newsletter: Send the weekly newsletter on schedule, seek input from key leaders, check other sources such as bulletin boards, flyers, district information. Distill information and ensure accuracy before posting.

Web Site: Keep the web site content updated at least weekly, more often if needed for event updates. Also post articles from self or other authors. Take photos at events or solicit photos from parents to post online. Maintain the email distribution lists, or coordinate with others to do that. Ensure web site design is user-friendly and attractive to potential families.

Online Services: Update the online directory document monthly. Other web-related projects such as PayPal integration, online surveys, volunteer sign-up services.

Qualifications

Good writing and editing skills, coordination and communication (primarily email)
Skilled with Word formatting or web content management systems (Joomla currently)
Home computer needs Office 2010, other software as needed

Time Commitment

Many tasks can be accomplished separately by individual volunteers – there are easily divisible jobs that would only take a few hours in the evenings or weekends. This is a great way to volunteer for parents who work, and have moderate computer skills.

Contact: Chris Engelke 503-631-2500 cengelke@ccwebster.net

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Facilities Coordinator

Objective

Maintain grounds, building facility operations, support instructional success and community connection.

Key responsibilities

Oversee cleaning, mow and weed grounds, painting as needed, be knowledgeable of lease agreement between MBS and OC and ourselves, organize volunteer teams to address daily teacher needs.

Individual volunteers needed to perform the above tasks as they arise. Handy with tools? Own some useful equipment? Talk to the coordinator to see how you can help.

Qualifications

Good communication and project management skills

Available on site at least once a week for 1 hour, and available for Board and Advisory meetings

Time commitment

3 hours board, 2 hours advisory, 10 hours per month on-site

Contact: Casey Beatty (971) 219-7270 4beavercrew@gmail.com

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Volunteer Director

Objective

Provide direction to all volunteer coordinators through on-going training, networking and communication. Organize key community events.

Key responsibilities

Train volunteers, deliver timely communications, organize Parent Council and provide volunteer training through that group, meet on advisory to help Principal target volunteer and community needs. Create events that focus the entire community on student achievement and Springwater vision and mission.

Qualifications

Good communication skills and a creative, collaborative planner.

Time commitment

- Advisory meetings 3 hrs/month
- Parent council meetings 2 hrs/ every other month
- Events and event support 20+ hours throughout the year
- In the building 1 hr/week

Benefits

Close positive connection to school families, creating dynamic community events to connect students to their school.

Contact: Lori Skiles – Lskil5@aol.com or 503.888.5624