

Counting Volunteer Service

Is your school missing volunteer service time?

Are you counting all the volunteer service and parent involvement in your school?

Not all service is documented, but if it happened - you can count it.

PTA Meetings	classroom helpers	overnight trip chaperones
Library assistants	office and health room helpers	hall monitors & Watch Dog Dads
volunteer coaches	booster club activities	concession stand workers
volunteer tutors	campus beautification projects	web or newsletter contributors
career day speakers	science fair judges	phone tree participants
fall carnival workers	tournament hosts / hostesses	lunch buddies
drama mamas and dads	fundraisers	PIE functions
recycling programs	mentors	student teachers (non-paid)
DI - OM coaches	field trip chaperones	Campus Leadership team
homeroom parents	parents attending conferences	Scoliosis screeners
take home projects	Open House attendance	refreshment servers
student directory organizers	prom planners and workers	playground workers
talent show producers	book fair workers	Literacy / Math night attendance
committee chairpersons	graduation planners	...and many, many more!

- All volunteers should count their **preparation** and **travel time** for each activity, so add that in!
- **Employees can count their volunteer service** for activities (1) not a part of their contractual obligation; (2) for which they do not receive pay or a stipend; and (3) conducted off contracted time (even lunch time).
- All **fundraisers can be counted** on behalf of your school. Count 15 minutes for each point-of-sale item (like Entertainment Books or candy bars) and 30 minutes for each item sold that has to be ordered and then delivered (like catalog orders). Report the total number of units sold, then multiple by the appropriate time allotment. All schools should be **using these equations** so reporting remains fair and equitable.
- Events like **math night, parent / teacher conferences, PTA meetings and Honor Roll assemblies** should be counted as service because they support academic achievement. Remember attendance at entertainment activities (like concerts, sporting events, plays) does not count toward volunteer service time.
- **Overnight chaperones** should count the time they are directly responsible for students on the trip (including sleep time if applicable).
- All **volunteer coaches** should count their time training, screening, coaching and attending games, recognitions and tournaments. This includes, but is not limited to OM, swim team, soccer team, etc. Remember: Teachers who receive pay or stipends for such activities are not considered volunteers.
- Don't forget to count **off-campus, after school or weekend volunteer service hours**. Saturday workdays, concessions, telephoning, committee work and shopping for party supplies are all great examples.
- Service time may also be reported electronically through the district web page at www.lrsd.org. Click on Departments > Volunteers in Public Schools > ViPS Online System.

This year's report period began **March 1, 2017** and ends **February 28, 2018**.

FINAL REPORTS ARE DUE to the ViPS office
by **5:00 pm** on **Tuesday, March 13, 2018** to qualify for recognitions.

Questions? Call the ViPS staff at **447-ViPS!**