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
career day speakers  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](http://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!