

COUNTING VOLUNTEER SERVICE WITH A VIRTUAL FOCUS: 2020-2021

Capturing volunteer service and family engagement hours for the 2020-2021 year is sure to present its challenges. Our toughest obstacle will be the lack of traditional documentation gathered by each school during parent and volunteer on-site visits. Those sign-in sheets in the school office haven't been dusted off since last March! But with challenge comes opportunity. Shall we explore?

What qualifies as a volunteer activity? Any activity, job or task that directly impacts LRSD, the school, a teacher, and/or students' educational experience supported by an individual giving of their time, talents, and efforts without receiving compensation or pay.

Who can serve as a school district volunteer? Anyone. We typically look to family members of LRSD students, community members, Partners in Education associates, and LRSD employees.

What is counted as volunteer service? All time spent in support of a qualifying volunteer activity or task, including preparation and travel time.

- LRSD employees can count volunteer service for activities (1) not considered part of their contractual obligation; (2) for which they do not receive pay or a stipend; and (3) for service activities conducted off contracted time (even lunch time.) Call the ViPS office at 447-ViPS for questions or clarification.

Examples of volunteer activities, virtual and in-person:

PTA meetings school garden participants supply / uniform donors Sport coaches career day speakers phone tree weekend backpack meals recycling programs resource speakers refreshment donors committee chairs volunteer 'pod' host parent	Fundraising activities campus beautification projects water / PPE donors booster club activities science fair judges teacher appreciation projects Facebook clicks / shares / likes Mentors and tutors selling PTA memberships take home projects Class pet home care time Graduation	Campus Leadership Team playground and hall monitors office and health room helpers screeners / temperature takers PIE functions web or newsletter contributors Virtual views of school events student teachers (non-paid) parents attending conferences Open House parent attendance PARENT INVOLVEMENT ACTIVITIES ...and many, many more!
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COUNTING SERVICE ACTIVITIES:

Count time spent performing / participating in activity, including preparation and travel time if applicable.			
Activity	# Volunteers	x time	TOTAL HOURS

BEST PRACTICES FOR LRSD VOLUNTEER SUPPORT

LRSD vetting processes for volunteers.

Volunteers in Public Schools offers a free background check and participant orientation to individuals interested in volunteering. Background checks are required for individuals who serve as mentors, tutors, assist schools with processes involving sensitive information, or lead / supervise audio visual sessions with Little Rock School District students.

1. Contact the ViPS office at 447-4450 or email: ViPS@lrsd.org with your interest.
2. Complete a [Volunteer Application](#). (Notaries available through the ViPS office.)
3. You will be issued a screening verification card from the ViPS office, usually within 14 days.

Expectations for virtual sessions outside LRSD online classrooms:

- Parental permission should be granted for participating students if an online session is not initiated or hosted by the student's teacher or school; is not a part of the student's traditional, online classroom instruction; and/or if the session is hosted by community volunteers.
- Audio Visual conference sessions outside the online classroom must be scheduled in advance.
- All adult participants should be vetted (ie: district employees and/or vetted volunteers). Sessions led by volunteers should be recorded.
- All participants must abide by appropriate dress and language guidelines.
- Taking screen shots or recording images, information, or contributions during the session is prohibited.
- All participants must have access to appropriate technology and adhere to the policies and procedures as set forth by software, application tools, or third-party online access resources utilized during scheduled sessions.
- Interest does not guarantee placement.

So how do you capture and report virtual engagement?

When participating in an actual ZOOM or TEAMS session, have all attendees register their attendance via the chat session. This will provide a printable list. Though Family Engagement activities require individual names of all attendees to be included in reports, ViPS does not. Simply report the volunteer hour total for the event.

Now think about how much time schools spend posting on social media. They are depending on a variety of platforms to push out information and engage the community in their events. Those virtual connections count and should be reported to ViPS - just as we would any qualifying, in-person event.

- If 100 people viewed the virtual Graduation last May, count it! $100 \text{ viewers} \times 1 \text{ hour} = 100 \text{ hours}$
- Clicks, likes and shares can be counted much like a donation: $4 \text{ shares} \times .25 = 1 \text{ hour}$
(Technically a viewer is donating their time to expand your viewing audience!)

This year's ViPS report period began March 1, 2020 and ends February 28, 2021.

VOLUNTEER SERVICE REPORTS and AWARD NOMINATIONS ARE DUE to the ViPS office
by **5:00 pm on Tuesday, March 9, 2021** to qualify for recognitions.
The district-wide volunteer recognition event will be April 20, 2021. Details will follow!
Questions? Call the ViPS staff at 447-ViPS.