

## Reporting LRSD Employee Volunteer Hours

### Volunteer Activity vs. Professional Activity (non-volunteer)

<b>Volunteer Activity (count!)</b>	<b>Professional Activity (can't count)</b>
Putting up a Student Council bulletin board after school.	Putting up a classroom bulletin board, anytime.
An art teacher painting a mural for the school during the weekend or after school hours.	A football coach or band director attending the school football, serving in the capacity in which he/she was hired.
A teacher tutoring a student (free of charge) during lunch or off contract hours.	A teacher grading papers or gathering materials during or off contract hours.
A teacher setting up the gym for an assembly the evening before.	A teacher organizing his/her classroom anytime.
A teacher working registration during the summer, before contract dates begin.	A teacher attending Open House in the evening during the school year.
A district employee that serves as a PTA officer for a school can count the time spent, off contract hours, on its behalf.	A district employee that is a member of a professional association should not count hours spent on its behalf. (example: CTA)
All "off contract" time, a sponsor contributes on behalf of a school club <u>for which they do not receive</u> a stipend, counts as volunteer time.	All "off contract" time, a sponsor contributes on behalf of a club <u>for which they receive</u> a stipend, does not count as volunteer time.
Spending a Saturday participating in campus beautification efforts.	Spending a Saturday buying personal classroom supplies.
Attending and chaperoning students at a peer tutor training during the weekend when it is not part of your contract or you are not receiving a stipend.	Paid teacher sponsor chaperoning cheerleaders on a Friday night while traveling to/from and during an away game.
Attending a non-mandatory PTA meeting.	Teacher/Parent conferences.