Mission Statement

VIPS’ mission is to enhance the educational experience of all students by recruiting, training, coordinating and recognizing volunteers for the Little Rock School District.

Procedures and Guidelines for Volunteers of the Little Rock School District

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VOLUNTEER CODE OF CONDUCT

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Updated: 2018
Definition of a "VIPS volunteer".

A volunteer is a person who gives his or her time and talents towards a specific job, task or goal to benefit the Little Rock School District, for which there is no financial compensation paid. A living stipend, reimbursement of expenses, academic credit or court ordered community service will not, in and of itself, disqualify a person from being considered a volunteer. Tutors, mentors, resource speakers, student (peer) volunteers, Partners in Education, student teachers, LRSD employees who are volunteering and paraprofessional students are all considered volunteers.

Section I: Volunteer and Employee Relations

- All volunteers must serve under the guidance and direction of an LRSD employee.

- Volunteers shall not be called "aides" or "teachers" except in the case of student teachers.

- Volunteers shall not be given any assignment that would displace employees or existing contracts for service.

- Volunteers should not be placed in classrooms in the event of a labor dispute.

- Volunteers may not discipline students. All disciplinary issues must be referred to the teacher or other district employees.

- The school administrator has authorization to accept and/or deny a volunteer for placement within their school.

- Teachers may terminate a volunteer assignment by contacting the school’s VIPS chairperson and VIPS staff.

- Volunteers may terminate their assignment at any time and for any reason by contacting the VIPS chairperson and the LRSD staff for whom they are working directly.

- The VIPS staff should be immediately notified of volunteers resigning from PTA or VIPS chairperson positions.
VOLUNTEER CODE OF CONDUCT

All volunteers with the Little Rock School District are expected to abide by the following code of conduct:

1. Complete a Volunteer Application provided by the ViPS Office before reporting for volunteer service within the Little Rock School District. Application and screening does not guarantee placement, and certain volunteer opportunities may be restricted or prohibited.

2. Sign IN and OUT of the building during each visit and adhere to all check-in policies and procedures for visitors and volunteers.

3. Always work under the guidance and supervision of a district employee while in a school. Volunteers should never supervise a class in the event of a certified teacher’s absence due to sickness or strike.

4. Do not establish or make decisions about instructional objectives, grades, student progress or ability.

5. Do not discipline students. Refer all disciplinary issues to teachers or other district employees.

6. Refer all emergency situations and all students in need of first aid or medication to teachers, the school nurse or other school administrators.

7. Always work with individual students in publicly designated areas of the school.

8. Share any concerns you may have related to student welfare or safety with teachers, counselors or other school administrators.

9. Do not transport a student in a personal or private vehicle without permission from the student’s guardian and the school principal. Provide a current proof of insurance to school administration immediately prior to any transport.

10. Maintain confidentiality of all student, classroom and school information.

11. As a role model for students, all volunteers should dress and act appropriately.

12. Always be prompt or notify the school if you will be late or absent for a scheduled volunteer assignment.

13. Report all volunteer service – using the ViPS Online Report System or by reporting your service at the school.

The attached Guidelines and Procedures are provided to offer specific and detailed information to all volunteers, school staff and administration in meeting the objectives listed in the Volunteer Code of Conduct.
Section II: Screening and Security

- Volunteers must sign in and out at the school each visit. (Appendix E)
- Specific school security procedures should be available in writing to all volunteers.
- All active volunteers should be registered with the ViPS office and their service time reported regularly throughout the year, either through the school or by using the online report system.
- All concerns about volunteer issues should be reported promptly to the school’s Principal and the VIPS staff.
- All volunteers working with individual students must always do so in publicly designated areas.
- All volunteers working one-to-one with students outside the classroom should be screened (updated every five years) and their application (Appendix A) on file in the VIPS office.
- Volunteers serving as mentors are required to be screened and trained by the VIPS staff or their designee.
- An individual will not be placed as a school volunteer working directly with students if the individual has pleaded guilty or nolo contendre to, or has been found guilty of any felony or the following offenses:
  - Capital murder
  - Murder - first or second degree
  - Manslaughter
  - Rape - first or second degree
  - Sexual abuse - first or second degree
  - Incest
  - Violation of a minor - first or second degree
  - Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, or use of a child or consent to use a child in a sexual performance by producing, directing, or promoting a sexual performance by a child.
  - Manufacture, deliver, or possession with intent to manufacture or deliver any controlled substance. Distribution to minors.
  - Criminal attempt, criminal solicitation, or criminal conspiracy to commit any of the offenses listed in this subsection:
    - Negligent homicide
    - Assault - first degree
    - False imprisonment - first degree
    - Sexual misconduct
    - Public sexual indecency
    - Carnal abuse
    - Pandering or possessing visual or print medium depicting sexually explicit conduct involving a child
    - Any true cases of abuse and/or neglect as provided by the Arkansas Child Abuse and Neglect Central Registry.
- Requests for exceptions to volunteer placement may be proposed in writing. The VIPS Board of Directors will review such requests.
Section III: Roles and Responsibilities

General Volunteer:

- Adhere to the Volunteer Code of Conduct.
- Attend volunteer orientation and training, and complete all required screening procedures.
- Always work under the supervision of an LRSD employee.
- Follow all school safety, disciplinary and security procedures.
- Adhere to dress and behavior codes.
- Respect and maintain confidentiality.
- Communicate all matters of concern to the school VIPS chairperson, teacher or school principal.
- Be prompt and dependable. Notify school of personal delays, schedule changes, etc. affecting your volunteer assignment as soon as possible.
- Report out-of-school volunteer service hours regularly.
- Request additional information or help when you need it.
- Resignations should be made to the staff person with whom you work directly and the school’s VIPS chairperson.

ViPS chairperson and PTA officers:

- Serve as liaisons between the school staff, parents, volunteers, LRSD PTA Council and the ViPS staff.
- Survey volunteer needs and publicize school volunteer opportunities.
- Support the recruitment and placement of a diversity of individuals as volunteers.
- Gather information on available persons willing to make a volunteer commitment and assign them to situations commensurate with their skills and interests.
- Communicate information to your school’s volunteers regularly.
- Maintain records and report program information and volunteer service time regularly to the ViPS staff.
- Encourage continuous recognition of school volunteers.
- Communicate concerns and specific needs regarding volunteers to the ViPS staff.

Teacher and school personnel:

- Provide supervision for volunteers whom you have requested or have been assigned.
• Make assignments commensurate with what the volunteer has volunteered to do.

• Be prepared. Have students ready and supplies available for volunteers.

• Communicate student absences and schedule changes affecting volunteer assignments with volunteers as soon as possible.

• Remain in charge of students. Provide discipline and oversee policy and procedures.

• Be polite and supportive of volunteers.

• Notify the school VIPS chairperson and VIPS staff immediately if there are problems involving volunteers.

School Administration:

• Serve as a liaison between school personnel, PTA, community and district administration.

• Ensure the position of VIPS chairperson is filled (through election or appointment) by the PTA or school administration. Forward information (and any subsequent changes) to the VIPS office.

• Appoint Partners in Education team leader (staff or volunteer) to work with and oversee any partnerships established within your school. Forward information (and any subsequent changes) to the VIPS office.

• Communicate information involving volunteers and volunteer programs within your school to all school personnel.

• Utilize staff, training, information and supplies available through the VIPS office for volunteers, parents, teachers and school staff.

• Communicate concerns about volunteer issues to the VIPS chairperson, the school staff working directly with the volunteer(s) and the VIPS staff.

• Notify the VIPS staff of any changes or concerns involving the VIPS chairperson or the volunteers referred to your school through the VIPS office.

• Post the Volunteer Code of Conduct and insure VIPS guidelines and procedures are followed within your school.

Partners in Education:

• All LRSD partner participants must complete a Partner in Education application (Appendix B) and an outline of well-defined goals and objectives for the established partnership. This information must be filed with the VIPS office in order for the partnership to be made official.

• Appoint a partner team leader to serve as contact and oversee partnership activities on organization’s behalf. Monitor partnership activities and insure commitment on organization’s behalf is met.

• Offer two-week notice of any partnership termination. Notify partner team leader, school principal and the VIPS office.
Section IV: Special Volunteer Assignments

Volunteers as Mentors:

Mentoring is a supportive one-to-one relationship between an adult and a student, developed to facilitate the student’s educational, social and personal growth. A mentor is asked to commit to spending one hour per week with the assigned student for the duration of one school year. Mentors/mentee assignments are updated annually.

- All volunteers serving as mentors must complete a volunteer application (Appendix A) and screening through the LRSD VIPS office.
- One hour orientation / training is required for mentors.
- During each visit, volunteers must sign in and out of the school and all service time should be reported.
- LRSD mentoring programs are school-based. A mentor may not transport a mentee or make arrangements for meetings outside of school without written permission from the student’s parent or guardian. Arrangements made outside the guidelines of the Project Mentor Program are at the discretion of the parties involved and are in no way endorsed by the Little Rock School District or Volunteers in Public Schools.

Volunteers as Tutors:

A tutor is a volunteer who works one-to-one with a student in support of academic achievement.

- Tutors, working one-to-one with individual students without, or away from, direct supervision of a district employee are required to complete a volunteer application (Appendix A) and screening. This would include individuals who work with students outside of the classroom or off campus.
- All tutors should work with a student under the direction of a teacher.
- Tutors assisting students outside of school must have written permission from the parent or a signed Tutor Request Form on file with the VIPS office.
- Teachers or parents may terminate a volunteer request at anytime.
- All concerns involving volunteers as tutors should be addressed to the school administration and teacher.
- All concerns involving a student or their well being should be addressed with the student’s teacher and/or school counselor. LRSD employees are state mandated reporters.
- A teacher may recommend the termination of a volunteer placement through the VIPS office. A volunteer termination should take place no less than 12 hours prior to a scheduled session.
- A parent may terminate a volunteer placement by calling the VIPS office. A volunteer should be given at least 12 hours notice prior to a scheduled session.
Volunteers as chaperones:

A chaperone is an individual responsible for a student or group of students outside of the classroom setting.

- All field trips must be approved by the principal and the school’s Executive Director.
- Volunteers serving as chaperones should act under the direction and guidance of an LRSD employee. LRSD policies and procedures for field trips should be followed.
- Volunteers assisting with field trip transportation in privately owned vehicles must complete a Verification of Insurance (form 900112, Appendix C) and file it with the school.
- Chaperones responsible for students traveling in private vehicles, on extended travel trips, or overnight stays are required to complete the screening process prior to the trip and their information on file with the ViPS office. Allow 3 weeks for completion. All time spent as an official chaperone is considered volunteer service as should be reported as such.

Volunteers as health room assistants:

- All volunteers serving in the health room should be trained by a LRSD nurse. All placements should be approved by the school principal.
- Volunteers are prohibited from dispensing medication with the exception of registered nurses (RN) and licensed practical nurses (LPN) that are:
  - Listed as substitute nurses with the district and
  - Trained and approved by LRSD Health Services.
- Eligibility and registration for all volunteers working in any LRSD health room should be confirmed with the director of Health Services by calling 447-7380.

Volunteers in support of athletics:

- All volunteers working in support of any LRSD school athletic program should complete a volunteer application (Appendix A) must be approved by the school principal and the LRSD athletic director prior to placement.
- The use of volunteers in association with any LRSD athletic team, event or program falls under the guidelines of the Arkansas Activities Association.
- Volunteers cannot be utilized to direct, train or coach student athletes in preparation for or during sanctioned (grade 8 - 12) LRSD football and basketball games or track events.
- Volunteers are not allowed on the sidelines or bench during any LRSD sporting events unless all requirements and certifications are completed through the AR Activities Association and approved by the LRSD Athletic Director.

Volunteers as translators:

- A volunteer cannot be used as a translator if the information is sensitive in nature, confidential or is in support of state mandated testing or evaluation.
Section V: Reporting of Service.

- An activity must directly impact the school or students’ educational experience (above and beyond your own child or student) in order for the activity to be considered volunteer service and the time counted as such.

- All time dedicated in volunteer service on behalf of a school or the district should be counted. Volunteer participation should be counted throughout the summer, during the school year, before and after school, as well as on or off campus.

- All time spent on behalf of a volunteer task or activity, including preparation time, should be counted and reported. This includes, but is not limited to: phone calls, paperwork, shopping for supplies, drive time to and from volunteer activity, set up, clean up, evaluations and reports.

LRSD employees as volunteers:

- LRSD employees can be counted as volunteers when they volunteer for activities not considered to be part of their contractual duties which involve schools, students or parents before and/or after contract hours (including lunchtime).

  District policy states: Elementary teachers are required to report to school five (5) minutes before the pupils’ instructional day begins and remain thirty (30) minutes after the pupils instructional day ends. Secondary teachers shall report to school fifteen (15) minutes before their instructional day begins and remain at school until the instructional day ends. (Article XXII, Section B – PN Book, pg. 45) Arriving early and/or remaining on campus beyond contract time does not solely qualify as volunteer service.

- Room or lesson preparation on scheduled work days, parent / teacher conferences, grading papers, professional development workshops, staff meetings, mandatory PTA / Open House attendance, or any activity considered part of a staff person’s contract duties cannot be counted as volunteer time even if it takes place before or after contract hours. (Appendix D)

Parents and family members as volunteers:

- All family members who give of their time and talents towards specific jobs, tasks or goals to benefit the Little Rock School District are considered volunteers and their time should be documented and reported.

- General attendance at school PTA meetings, Open House, parent / teacher conferences and recognition / honors assemblies should be counted as service hours. These activities support students, teachers and schools while focusing on academic enrichment and encouraging parental involvement.

- General attendance at band and choir concerts, graduation and sporting events is not considered a volunteer activity and should not be reported as such. These events are considered to be ‘for entertainment’. Only individuals charged with a volunteer activity or serving a specific role in support of the event may be counted as a volunteer. Examples of those serving as volunteers would include, but are not limited to: concession workers at a football game, handing out programs at a concert, decorating for graduation, etc.
Service Report guidelines:

- All schools should submit volunteer hour reports regularly to the VIPS office.

- All volunteers working one-on-one with students should be registered with the ViPS office. These volunteers would include, but are not limited to: tutors, mentors, overnight chaperones and group sponsors.

- Whenever possible, volunteer service hours should be itemized by individual, group or event and reported to ViPS using the ViPS Online System found on the district website.

- Service time will not be itemized and tallied by individual volunteer unless it is submitted to the ViPS office via the online service report system or on a ViPS Personal Tally Sheet.

- Volunteer service hours are tallied by schools and the information is used in district reports and to qualify schools and individuals for VIPS awards. Hours and information submitted after the yearly deadline will not be eligible for special awards and recognitions but will be accounted for in the year-end report.

Volunteers in Public Schools Awards:

- District-wide awards and recognition are made annually to recognize outstanding volunteer service by individuals, groups and schools. Information about these awards will be sent directly to each school’s principal, PTA president, VIPS chairperson, partner team leader and mentor coordinator during the third quarter of the school year.

- Award nominations are not the sole responsibility of any given individual. Such an appointment can be made by the school PTA board or principal.

- A nomination may be submitted by any individual, group or school.

- Schools are asked to submit only one nomination for each category. In the case of multiple nominations, the principal and ViPS staff will make the final selection for submission.

- All nominations must follow specific instructions and deadlines as stipulated on the nomination forms each year. The most current information may be obtained by contacting the VIPS office. (Appendix G: example)

- Volunteer hours must be submitted no later than the specified yearly deadline (within the third quarter of the school year, targeted around mid-March) in order to qualify for VIPS awards. Exact dates are determined and announced yearly.
**Volunteer Application**

**Volunteers in Public Schools**

**Appendix A**

<table>
<thead>
<tr>
<th>Name:</th>
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<td>Last</td>
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<td>Address:</td>
<td>Street</td>
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<tr>
<td>Home E-mail:</td>
<td>Office:</td>
</tr>
<tr>
<td>Occupation:</td>
<td>Employer</td>
</tr>
<tr>
<td>Birth date:</td>
<td>Race:</td>
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</tbody>
</table>

Do you have any disabilities that may require special accommodations? 

Have you ever been convicted of, or are you currently being charged with any felony?

Special skills and interest:

Check the box(es) best describing you and/or your associations with the district:
- Family of LRSD student
- Community volunteer
- District employee
- University student
- Member of volunteering organization
- Partners in Education employee

Which volunteer opportunities are you most interested in?
- Mentor (weekly)
- Tutor (weekly)
- Resource speaker
- Clerical/staff assistance
- Field Trip Chaperon
- Reader
- PTA/Special Projects
- Other

What age children would you like to work with?
- No preference
- Elementary, grades PreK-2
- Elementary, grades 3-5
- Middle School, grades 6-8
- Senior High
- Adult staff and volunteers

Is there a time and/or day of the week that is best for you?

School(s) preferred (Name or geographic area): 

Is there a particular student or employee you are interested in working with?

How did you learn about Volunteers in Public Schools?

By affixing my signature below, the Little Rock School District is authorized to conduct background checks in determining my volunteer placement eligibility. I authorize law enforcement and background check agencies to release any information that they may have relative to processing this application. I do hereby release the Little Rock School District - and all other parties involved in processing my application - from all liability for furnishing such information. I certify all information I provided is true and correct.

I have also read the VOLUNTEER CODE OF CONDUCT (on back or attached to this document). **Sign and date below:**

Signature: ____________________________ Date: ______________________

Office use only

<table>
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<tr>
<th>Recd:</th>
<th>ID Code / Placement:</th>
<th>ID</th>
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<tr>
<td>Recd:</td>
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Volunteers in Public Schools • Little Rock School District • 616 N. Harrison Street • Little Rock, AR 72205 • 447-ViPS
As a volunteer with the Little Rock School District, I agree to abide by the following code of conduct:

1. I will complete the Volunteer Application provided by the ViPS Office before reporting for volunteer service within the Little Rock School District. I understand application and screening do not guarantee placement, and certain volunteer opportunities may be restricted or prohibited.

2. I will sign IN and OUT of the building each time I visit a school and adhere to all check-in policies and procedures for visitors and volunteers.

3. I understand all volunteers must work under the guidance and supervision of a district employee while in a school. Volunteers should never supervise a class in the event of a certified teacher’s absence due to sickness or strike.

4. I will not establish or make decisions about instructional objectives, grades or student progress.

5. I will not discipline students. I will refer all disciplinary issues to teachers or other district employees.

6. I will refer all emergency situations and all students in need of first aid or medication to teachers, the school nurse or other school administrators.

7. I agree to always work with individual students in publicly designated areas of the school.

8. I will share any concerns that I may have related to student welfare or safety with teachers, counselors or other school administrators.

9. I will not transport a student in a personal or private vehicle without permission from the student’s guardian and the school principal. I must provide a current proof of insurance to school administration immediately prior to any transport.

10. I will maintain confidentiality of all student, classroom and school information.

11. As a role model for students, I will dress and act appropriately.

12. I promise to be prompt or I will notify the school if I will be late or absent.

13. I will report all volunteer service – using the ViPS Online Report System (district website: www.lrsd.org) or by reporting my service at the school. I understand it is my responsibility to retain any personal records I may need in documenting or verifying my volunteer service. Forms and instructions for service verification are available through the ViPS office (447-4450) and should be requested prior to placement.

I would like to speak to someone about the following polices:
Authorization for release of confidential information contained within the Arkansas Child Abuse and Neglect Central Registry.
I hereby request that the Arkansas Child Abuse and Neglect Central Registry release any information their files may contain indicating the undersigned applicant as an alleged perpetrator of suspected child abuse/neglect. This information should be addressed to:

**LRSD Volunteers in Public Schools**  
616 N. Harrison Street  
Little Rock, AR  72205

I understand that the name of any confidential informants, or other information which does not pertain to the applicant as alleged perpetrator, will not be released. *(Please print.)*

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<td>Birth date:</td>
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<td>Race:</td>
<td>Driver’s license #:</td>
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<td>State Issued:____</td>
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**List your addresses for the last 7 years:**

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<th>From ____________ to present:</th>
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<td>From ____________ to __________:</td>
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<td>From ____________ to __________:</td>
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<tr>
<td>From ____________ to __________:</td>
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<td>____________________________</td>
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</tbody>
</table>

**List all of your children, and any whom you serve as legal guardian, by their full name. Include their date of birth by month/date/year:**

<table>
<thead>
<tr>
<th>Full name of child</th>
<th>DOB</th>
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Signature of applicant: __________________________ Date: __________________________

**A notary must complete the following:**

County of __________________________ SS  
STATE OF ARKANSAS  

Acknowledged before me, this _________ day of __________________________, 20______.

My commission expires: __________________________

______________________________  
Notary Public

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Volunteers in Public Schools • Little Rock School District • 616 N. Harrison Street • Little Rock, AR 72205 • 447-ViPS
APPLICATION FOR PARTNERSHIP ESTABLISHMENT OR RENEWAL

Partner status: ____ Proposal  ____ Renewal  Date:_______________________

School:___________________________________________ Principal:_________________________________

Organization:_______________________________________________________________________________
(do not use abbreviations unless part of organization’s formal name)

CEO / Owner / Lead: _______________________________ Position Title: ______________________________

Mailing Address:_____________________________________________________________________________

P.O. Box or Street City/State ZIP

Phone:______________________________ Business website: _____________________________________

<table>
<thead>
<tr>
<th>School Partnership Team Members</th>
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<tbody>
<tr>
<td>Name</td>
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<tr>
<th>Organization Partnership Team Members</th>
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<tbody>
<tr>
<td>Name</td>
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Signatures

______________________________________________ __________________________________________
(Principal) (Date) (Organizational Leader) (Date)

______________________________________________ __________________________________________
(School Team Leader) (Date) (Organization Partner Team Leader) (Date)

Each partnership is required to include an outline of activities as agreed upon between the school and organization. The outline should include dates when applicable to services and activities. Attach this completed application with your outline. Contact information and signatures are required for District Superintendent approval.

WORD or PDF DOCUMENTS SHOULD BE SENT TO tamara.blaylock@lrsd.org
Private vehicles may be used to transport students on field trips and school-related activities; however, this form must be completed and on file at the school responsible for the trip. In addition:

- Seat Belts are required for every passenger.
- All drivers should be 21 years of age or older.
- Parents must give written permission for their child to ride in a private vehicle.
- No more than ten (10) passengers (including driver) may ride in the same vehicle.

**VERIFICATION OF AUTOMOBILE INSURANCE LIABILITY COVERAGE**

School

Field Trip Site

Field Trip Date

Driver of vehicle

Owner of vehicle

Model/Year of vehicle

Automobile Insurance Company

Insurance Agent (if applicable)

Address and Phone Number of Insurance Company/Agent

Address and Phone Number of Vehicle Owner

**Statement**

All of the information listed above is true and accurate to the best of my knowledge. The vehicle listed above has a minimum of 25/50/15 auto liability insurance coverage.

Signed (owner of vehicle)

Date

Form 900112

11/17
## Reporting LRSD Employee Volunteer Hours

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

<table>
<thead>
<tr>
<th>Volunteer Activity (count!)</th>
<th>Professional Activity (can’t count)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Putting up a Student Council bulletin board after school.</td>
<td>Putting up your classroom bulletin board, anytime.</td>
</tr>
<tr>
<td>An art teacher painting a mural for the school during the weekend or after school hours.</td>
<td>A football coach or band director attending a football game, serving in the capacity in which he or she was hired.</td>
</tr>
<tr>
<td>A teacher tutoring a student (free of charge) during lunch or off contract hours.</td>
<td>A teacher grading papers or gathering materials during or off contract hours.</td>
</tr>
<tr>
<td>A teacher setting up the gym for an assembly the evening before.</td>
<td>A teacher organizing his or her classroom anytime.</td>
</tr>
<tr>
<td>A teacher working registration during the summer, before contract dates begin.</td>
<td>A teacher attending Open House in the evening during the school year.</td>
</tr>
<tr>
<td>A district employee that serves as a PTA officer for a school can count the time spent, off contract hours, on its behalf.</td>
<td>A district employee that is a member of a professional association should not count hours spent on its behalf. (example: CTA)</td>
</tr>
<tr>
<td>All “off contract” time, a sponsor contributes on behalf of a school club for which they do not receive a stipend, counts as volunteer time.</td>
<td>All “off contract” time, a sponsor contributes on behalf of a club for which they receive a stipend, does not count as volunteer time.</td>
</tr>
<tr>
<td>Spending a Saturday participating in campus beautification efforts.</td>
<td>Spending a Saturday buying personal classroom supplies.</td>
</tr>
<tr>
<td>Chaperoning students at a peer tutor training during the weekend when it is not part of your job responsibilities or you are not receiving a stipend.</td>
<td>Paid teacher sponsor chaperoning cheerleaders on a Friday night while traveling to, from and during an away game.</td>
</tr>
<tr>
<td>Attending a non-mandatory PTA meeting.</td>
<td>Teacher/Parent conferences.</td>
</tr>
</tbody>
</table>
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
book fair workers  Literacy / Math night attendance  PARENT INVOLVEMENT ACTIVITIES
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 volunteer service for parents because they support academic achievement. Attendance to entertainment activities - like concerts, sporting events, plays, etc. does not count toward volunteer service time for parents, but may for teachers who serve as a volunteer or chaperone.
• Overnight chaperones should count the time they are directly responsible for students on the trip (including sleep time if applicable). Volunteers serving in this capacity should be screened through ViPS.
• 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. Go to Quick Links > ViPS > ViPS Online System.

Each report year begins March 1 and ends the last day in February.

Volunteer service reports and award nominations are due to the ViPS office by the specified annual deadline to qualify for recognitions.

The district-wide volunteer recognition event is held in April.

Call the ViPS at 447-ViPS for the most current dates and information!
School: __________________________________   Month / Year: ______________________________

While visiting our schools please refer all disciplinary and emergency matters to LRSD staff.
The Volunteer Code of Conduct should be posted and copies available for all volunteers. You may request a copy in the school office or by contacting the ViPS office at 447-ViPS.

Volunteers in Public Schools
Little Rock School District

Volunteers: Please sign in.
We’re glad you are here! Thank you for volunteering for the Little Rock School District.

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Preferred contact information (E-mail or US mailing address and phone #)</th>
<th>Race &amp; Gender</th>
<th>Volunteer Activity</th>
<th>“✓” indicates online reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/14</td>
<td>Susan Smith</td>
<td><a href="mailto:SOSmith@yahoo.com">SOSmith@yahoo.com</a> / 447-0000</td>
<td>B / F</td>
<td>Mentoring</td>
<td>10 11 1 hr ✓</td>
</tr>
</tbody>
</table>

Arkansas law requires all volunteers to sign in so that their hours are recorded. You may also track and report your service by using the ViPS online system:  www.lrsd.org

Volunteers in Public Schools • Little Rock School District • 616 North Harrison Street • Little Rock, AR 72205 • 501.447.4450
Volunteers in Public Schools

AWARDS INFORMATION and INSTRUCTIONS

Nominations must be received in the VIPS office by **5:00 p.m. on Tuesday, March 12, 2019.**

Anyone may submit a nomination. **All nominations must include Nominee Contact Information** and follow the **Nomination Outline.** A picture of your nominee is encouraged.

**Award Categories:**

Choose one award category you feel best supports your nominee’s volunteer service and contributions.

- **Jane Mendel:** This award, named for ViPS’ founder, is intended to recognize an individual who has shown outstanding commitment as a district-wide volunteer. Nominees will be judged on range and years of service, diversity of leadership roles, general contributions and overall impact on several schools or the entire district.

- **Community Resource:** A community group, church, business or individual supporting the Little Rock School District through service, programs, unique resources or contributions.

- **Mentor/Tutor:** Volunteer or group involved in mentoring or tutoring in the Little Rock School District.

- **Leadership Support:** Volunteer serving in a leadership capacity on behalf of the Little Rock School District.

- **Family School Volunteer:** A parent or family member of a LRSD student who is currently volunteering with a school.

- **Community School Volunteer:** A volunteer, not of immediate relation to a district student, currently volunteering.

- **Student Volunteer:** LRSD student serving as a volunteer for their school or the district.

- **Alum Volunteer:** A district graduate or alum group volunteering in support of the Little Rock School District.

- **Parent Involvement:** Individual, group, school or program supporting innovative means to increase parent involvement.

- **Partners in Education:** Outstanding partnership that has been formally recognized by ViPS.

- **Stellar Volunteer Service – LRSD Employee:** Any LRSD employee who volunteers and promotes volunteerism within the Little Rock School District. A nominee may hold any administrative, certified or non-certified position with the district. (Please note: **Only ONE nomination per school will be accepted for this particular award category. In the case more than one nomination is submitted, the first to be received will be forwarded for judging.**)

**Nomination Format:** All nominations must follow these guidelines:

- All nominations must include the correct contact information essential for nominee and award notifications.

- Online nomination forms are available at www.lrsd.org and should be no more than 3000 characters in length. Written nominations should be hand printed or typed and only ONE PAGE (8.5 x 11) following the nomination outline.

- **Address each of the points** listed in the nomination outline. Additional attachments or remarks will not be accepted except for Jane Mendel nominations which may include an additional page. **(Jane Mendel nominations only!)**

- All nominations must be in the VIPS office by **5:00 pm** on Tuesday, **March 12.** The VIPS office is located at: 616 N. Harrison Little Rock, AR 72205 (2nd floor of the Fair Park Early Childhood Center).

- Nominations sent by school or US mail must allow ample time for delivery. Online forms, faxes (447-4451) or e-mails (ViPS@lrsd.org) will be accepted prior to the 5:00 pm deadline.

**Nomination Outline:** Required!

1. **Highlight the nominee’s volunteer service and involvement with LRSD.** Provide a timeline when applicable.

2. **Explain why this nominee should be considered for this award.** Include examples of how their service has impacted students, schools, and/or the district. **State years of service to the district.**

Nominations must be received in the VIPS office by **5:00 p.m. on Tuesday, March 12, 2019.**
Nominations must be received in the VIPS office by 5:00 p.m. on Tuesday, March 12, 2019.

- [ ] Jane Mendel Award
- [ ] Family School Volunteer
- [ ] Community School Volunteer
- [ ] Leadership Support
- [ ] Student Volunteer
- [ ] Alum Volunteer
- [ ] Stellar Volunteer Service - Employee
- [ ] Parent Involvement
- [ ] Community Resource
- [ ] Partners in Education
- [ ] Mentor/Tutor Award

Nominees will receive a letter informing them of their nomination and inviting them and their guests to the ViPS recognition event on Tuesday, at 5:30 pm. We hope you will plan to attend in support of your nominee. Your support is appreciated!

Nominator: (That’s you!!!)
E-mail:

School and/or Department: Daytime Phone:

Nomination Format: All nominations must follow these guidelines:

- All nominations must include the correct contact information essential for nominee and award notifications.
- Online nomination forms are available on the district website: www.lrsd.org. Online nominations are limited to 3000 characters. Hard copies can be hand printed or typed but only ONE PAGE (8 ½ x 11) following the nomination outline.
- Address each of the points listed in the nomination outline. Additional attachments or remarks will not be accepted except for Jane Mendel nominations which may include a one-page narrative. (Jane Mendel nominations only!)
- All nominations must be in the ViPS office by 5:00 pm on Tuesday, March 12. The ViPS office is located at: 616 N. Harrison Little Rock, AR 72205 (2nd floor of the Fair Park Early Childhood Center).
- Nominations sent by school or US mail must allow ample time for delivery. Online forms, faxes (447-4451) or e-mails (ViPS@lrsd.org) will be accepted prior to the 5:00 pm deadline.

Nomination Outline: Required format!

1. Highlight the nominee’s volunteer service and involvement with LRSD. State years of service.
2. Explain why this nominee should be considered for this award. Include examples of how their service has impacted students, schools or the district.

Review AWARDS INFORMATION, follow INSTRUCTIONS, and include complete NOMINEE INFORMATION with each nomination!