Greetings Parent Facilitators and Coordinators!

Many of you frequently have questions regarding the state mandated volunteer training requirement and how to fulfill that annual obligation on behalf of your school. This packet contains much of what you need to make that process convenient and accessible to all.

1. **Advertise volunteer opportunities.** Many schools customize a sign-up sheet (handout and/or web based) of specific opportunities for volunteers, but ViPS also provides suitable alternatives that can be easily distributed or advertised. Consider posting volunteer opportunities during PTA meetings, in the school newsletter, on the school website, on social media platforms, and/or around high traffic areas of your school:
   - Ideas for elementary and secondary school volunteers.
   - "I Can Volunteer" form allows volunteers to share their interests you!
   - Information on how to post a volunteer job opportunity and what to include.

2. **Provide information to volunteers** working in your school:
   - ‘Volunteer Code of Conduct’. (post where visitors sign-in, classrooms, webpage)
   - Make general information about the school available. Review the items on the ‘School Information Checklist’. This sheet includes the most asked questions by parents and volunteers. All school staff should be prepared and able to address any of these questions.
   - A Volunteer Application is required for those serving as mentors, tutors or overnight chaperones (ie: Imagination Destination, tournaments, Space Camp, etc)
   - Call the ViPS office to set up training for mentors, tutors or ViPS Chairs.

3. **Document service and participation.** Most parent involvement activities can also be counted as volunteer service. Report those service hours to the ViPS office or pass the information on to your school’s ViPS chairperson for reporting. (Instructions included.)

Please contact the ViPS office with any questions. Thank you!

Tammy Blaylock 501-447-4450 Jackie Merrell
tamara.blaylock@lrsd.org ViPS@lrsd.org jacquelyn.merrell@lrsd.org
Volunteer Opportunities in Elementary Schools

**READING**

- Participate in ViPS Reading Day each November.
- Read stories to classrooms.
- Listen to children read.
- Make vocabulary flash cards.
- Conduct flash card drills.
- Assist in the library.
- Tutor a student.
- Help with book fairs.
- Lead group discussions on books and stories.
- Set up or help run a book exchange.
- Participate in field trips to public libraries.
- Develop list of local reading resources.
- Lead reading incentive programs for students.

**MATH**

- Make instructional games or flash cards.
- Play instructional games.
- Prepare applied learning exercises to support math formulas.
- Tutor a student.
- Reinforce skills in preparation for testing.
- Set up learning centers that support math skills; ie. grocery store.

**SPELLING & HANDWRITING**

- Make vocabulary flash cards and conduct drills.
- Be a pen pal.
- Drill spelling words.

**ASSIST STAFF**

- Reproduce materials.
- Check out audio-visual equipment.
- Collect lunch money.
- Escort children to library, cafeteria and the playground.
- Take attendance.
- Help grade papers & record grades.
- Prepare bulletin boards.
- Be a Homeroom Helper.
- Help prepare teaching materials.
- Provide individual help to students.
- Play games at recess.
- Supervise testing.
- Participate in Teacher Appreciation activities.

**RESOURCE SPEAKER**

- Discuss holidays and special occasions.
- Demonstrate different artistic abilities.
- Share a hobby:
  - pets/animals
  - gardening
  - pioneer crafts
  - cooking
- Career Day speaker.
- Show slides of life in other countries or in other parts of the US.
- Discuss safety rules.
- Share information about local history.

**CAREER**

- Allow a student to shadow you at work.
- Participate in Career Day.
- Encourage your company to become a *Partner in Education* with a school.

**SUPPORT THE SCHOOL**

- Serve as PTA officer or committee member.
- Volunteer for special events.
- Help prepare assembly programs.
- Work on beautification projects.
- Help contact parents to get involved.
- Support fundraisers.
- Help in the office, cafeteria, library or on the playground.
- Attend PTA & School Board meetings.
- Recruit neighborhood support of school.
- Serve as coach, leader or sponsor for academic and sport groups.

**SOCIAL & EMOTIONAL**

- Mentor
- Lead group discussions about attitudes, feelings and emotions.
- Discuss handicaps.
- Discuss cultural differences.
- Lead service or volunteer projects for students.
- Gather information of local resources to help students deal with death, divorce, abuse, etc.

If you would like to volunteer with the Little Rock School District call Volunteers in Public Schools at 447-4450.
Volunteer Opportunities in Secondary Schools

TUTORING
Do you have a favorite subject or professional expertise? Secondary curriculum offers a wide variety of tutoring opportunities.
- Math: calculus, algebra, geometry, accounting
- English: literature, grammar, creative writing
- Sciences: biology, ecology, chemistry, physics
- Foreign languages
- Social Studies and History

CLUBS/GROUPS
Volunteers can sponsor school clubs and interest groups. Many groups have activities at night or on the weekend for those that have little available time during the weekday. Here are just a few options that might be right for you:
- Drama: Make costumes, build sets, ticket sells
- Band Booster: chaperon, help with uniforms, organize performances
- Yearbook: purchase an ad, teach photography or layout techniques
- Newspaper: assist students with campus paper or contribute to newsletter designed for parents
- Speech/Debate coach or judge
- Quiz Bowl sponsor
- Intramural coach
- Choir: chaperon performances; instrumental accompaniment
- Athletic Booster: work concessions, organize pep rallies, chaperon
- Graduation/Prom

ASSIST FACULTY & STAFF
Almost any department can utilize a willing volunteer. Consider specific areas of interests you have and VIPS will help you explore your options!
- Classroom assistant
- Supervise testing
- Assist handicapped students. Audio recordings for the visually impaired or signing for the hearing impaired.
- Work in the guidance office handing out testing information, college recruitment pieces or career information
- Work with the school nurse updating records, assisting with general first aid or teaching first aid techniques
- Assist office staff with making absentee calls, copies or answering the phone on a busy day
- Librarian assistant
- Serve as a Resource Speaker sharing information about life experiences, travel, a specialized field or career

SUPPORT THE SCHOOL
We know community support of public schools is essential. Take a look at the many ways you can demonstrate your support for your local schools:
- Serve as a PTA officer or committee member
- Volunteer for special, one time events or projects
- Help prepare assembly programs
- Work on beautification projects
- Attend sporting events and student performances
- Help contact parents and community organizations to get involved
- Support fundraisers
- Attend PTA & School Board meetings
- Recruit neighborhood support of school

SOCIAL & EMOTIONAL
- Mentor
- Participate in special programs that educate students on social issues: gangs, drugs, abuse, etc.
- Gather information on local resources for students dealing with psychological and emotional issues
- Lead service or volunteer projects for students to participate in
- Lead service programs that can provide student enrichment opportunities
- Donate subscriptions to newspapers and publications for studies of modern day and current issues

If you would like to volunteer with the Little Rock School District call Volunteers in Public Schools at 447-4450.
I can volunteer!

Our school is creating a resource database of volunteer information. Completing this form does not obligate you but it will enable the school to communicate appropriate opportunities to you - for your consideration – which are in keeping with your interests. 

Your involvement is important to your child’s education.

Name: __________________________ Relation to student: __________________________

Student name: __________________ Teacher / grade: __________________________

Student name: __________________ Teacher / grade: __________________________

Mailing Address: __________________________________________________________

Zip code: ___________ E-mail address: ______________________________________

Daytime phone number: _______________ Other phone number: _______________

Times available: From ______ to _______ on ______________________

From ______ to _______ on ______________________

From ______ to _______ on ______________________

☐ Call me when you need me. I will be happy to check my schedule.

Thank you for your willingness to help. We will be contacting you soon.
¡Yo puedo ser un voluntario!

Nuestra escuela tiene una base de datos de información de nuestros voluntarios. Completa esta forma no lo obliga a ser voluntario, solo le permitirá a la escuela comunicarle las oportunidades que hay para usted para que las considere conforme a su interés. Su participación es importante para la educación de su hijo(a).

<table>
<thead>
<tr>
<th>Nombre: ______________________________</th>
<th>Relación con estudiante: ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nombre del estudiante: ________________</td>
<td>Maestra / grado: ________________________________</td>
</tr>
<tr>
<td>Nombre del estudiante: ________________</td>
<td>Maestra / grado: ________________________________</td>
</tr>
<tr>
<td>Dirección: ____________________________</td>
<td>Correo electrónico: ______________________________</td>
</tr>
<tr>
<td>Código postal: _______________</td>
<td>Correo electrónico: ______________________________</td>
</tr>
<tr>
<td>Numero de teléfono durante el día: __________________</td>
<td>Otro: ____________________</td>
</tr>
</tbody>
</table>

**¡Hay muchas maneras de participar! Señale las oportunidades en las que esta interesado(a):**

- [ ] Tutor
- [ ] Ayudar en el aula
- [ ] Comité del PTA
- [ ] Llevar proyectos a casa
- [ ] Salud
- [ ] Contestar el teléfono
- [ ] Embellecer la escuela
- [ ] Boletín de información
- [ ] Hospitalidad
- [ ] Acompañar a las excursiones
- [ ] Ayudar en la oficina
- [ ] Ayudar a recaudar fondos
- [ ] Mentor
- [ ] Hablarle a los niños en el aula
- [ ] Leer en el aula
- [ ] Otro: __________________
- [ ] Otro: __________________

**Horas en las cuales puedo participar:** De _______ a _______ el día ________

De _______ a _______ el día ________

De _______ a _______ el día ________

- [ ] Si la escuela necesita mi ayuda puede llamarme. Revisaré mi horario.

**Gracias por su deseo para ayudar.**
**Le estaremos llamando muy pronto.**
Before posting a job description, ask these important questions:

- Is the work meaningful? Have a measurable objective?
- Can the need for the job be easily explained to a potential volunteer?
- Can a volunteer do the work in the time needed?
- Is it cost-effective to have the work done by a volunteer?
- Do you have a system that supports volunteers? Space? Supplies?
- Does all staff support volunteers?
- Does the job require special skills?
- Will people want to do this job?
- What staff will supervise the volunteer?
- Is staff committed to the use of volunteers for this project?

Information your job description should include:

<table>
<thead>
<tr>
<th>job title</th>
<th>supervisor</th>
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</thead>
<tbody>
<tr>
<td>brief job description</td>
<td>project title / name</td>
</tr>
<tr>
<td>time parameters</td>
<td>school address and contact phone number</td>
</tr>
<tr>
<td>responsibilities</td>
<td>volunteer work site location</td>
</tr>
<tr>
<td>qualifications</td>
<td>screening and/or evaluation details</td>
</tr>
<tr>
<td>anticipated results</td>
<td>date post and/or revised</td>
</tr>
<tr>
<td>benefits</td>
<td>training needed, if any</td>
</tr>
</tbody>
</table>

When recruiting volunteers remember these important points:

- Recruit volunteers on based on service impacting students, teachers and school.
- Be honest and upfront with people. Do not minimize the task.
- Break large jobs down into smaller, more manageable components.
- Be prepare to help volunteers to succeed with each task. Show gratitude.
- If you can’t get the right person for the job, maybe it’s not appropriate for a volunteer.
VOLUNTEER CODE OF CONDUCT

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

- As requested, 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.
- Sign IN and OUT of the building during each visit and adhere to all check-in policies and procedures for visitors and volunteers.
- 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.
- Do not establish or make decisions about instructional objectives, grades, student progress or ability.
- Do not discipline students. Refer all disciplinary issues to teachers or other district employees.
- Refer all emergency situations and all students in need of first aid or medication to teachers, the school nurse or other school administrators.
- Always work with individual students in publicly designated areas of the school.
- Share any concerns you may have related to student welfare or safety with teachers, counselors or other school administrators.
- 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.
- Maintain confidentiality of all student, classroom and school information.
- As a role model for students, all volunteers should dress and act appropriately.
- Remember to silence your phone.
- Always be prompt or notify the school if you will be late or absent for a scheduled volunteer assignment.
- Report all volunteer service – using the ViPS Online Report System (www.vipsrlsd.org) or by reporting your service at the school.

Instructions for service verification are available through the ViPS office (447-4450) and should be requested prior to placement. Volunteers are asked to retain any records needed in verifying your service contributions.
Volunteer Assignment and School Information Checklist

Thank you for volunteering with the Little Rock School District.

School/Department: _____________________________________________

Address/Location: _____________________________________________

Phone number: __________________ Secretary: _______________________

Principal/Site Coordinator: __________________________________________

Supervisor: _________________________________ E-mail: ___________________

Description of volunteer assignment: _______________________________________

______________________________________ Day/Time: ________________________

Thank you for your interest in volunteering. We bet you have questions! Every school is different so reviewing the question checklist below with supervising staff will help insure you have the information you need for a specific location. Please do not hesitate to ask questions or seek assistance when you need help. Any LRSD employee will be happy to assist you.

___ Where do I park? ___ How do I enter the building? ___ Am I allowed to have my cell phone?
___ Where is the office? ___ What if there is fire alarm while I’m here? ___ Where is Lost and Found?
___ What are check-in procedures? ___ Who do I go to if I have concerns? ___ What are student restroom procedures?
___ Is there a dress code? ___ How would I handle a discipline issue? ___ How would I handle a discipline issue?
___ Where do I place my belongings? ___ What are confidentiality guidelines? ___ What if there is fire alarm while I’m here?
___ Do I have work station? ___ Do you have a school calendar? ___ Who do I contact if I can’t make it?
___ Computer/copier available? ___ What is the best source for current news? ___ What is the bell schedule?
___ Where are replenishment supplies? ___ What do I do if I have to quit? ___ Where is the cafeteria?
___ Where is the library? ___ How do I report my service time? ___ Why is reporting important?
___ What restrooms would I use? ___ Can my friends volunteer? ___ Are background checks required?
___ Where is the staff lounge? ___ Can I eat lunch? What’s the cost? ___ Is any additional training required?
___ Is there a school nurse? Where? ___ Is there a school nurse? Where? ___ Is there a school nurse? Where?

Volunteers should never be left in charge of a classroom. Immediately request assistance from the school office if you are left unattended to oversee a class without a district employee present.

Please contact Volunteers in Public Schools at 447-4450 with additional questions or concerns.
Volunteers in Public Schools

Volunteers in Public Schools

VOLUNTEER APPLICATION

At this time, most volunteer opportunities are conducted virtually. Volunteers will need access to technology and a basic understanding of virtual platforms like ZOOM.

Name: ____________________________

Address: ____________________________

Home E-mail: ____________________________

Office: ____________________________

Occupation: ____________________________

Birth date: __/__/______

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 Chaperone

☐ 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

Reed: ____________________________ ID Code / Placement: ____________________________

Reed: ____________________________ ID: ____________________________

Volunteers in Public Schools • Little Rock School District • 616 N. Harrison Street • Little Rock, AR 72205 • 447-ViPS
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 forwarded 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.)

Name: ____________________________________________ (_________)

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Maiden name or aliases</th>
</tr>
</thead>
</table>

Gender: _______ Age: _______ Birth date: ______ / ______ / ______

SS#: ___________________ required for screening

Race: ________________ Driver’s license #: ___________________ State Issued: ________________

List your addresses for the last 7 years:

From ______________ to present:

________________________________________________________

________________________________________________________

From ______________ to ______________:

________________________________________________________

________________________________________________________

From ______________ to ______________:

________________________________________________________

________________________________________________________

From ______________ to ______________:

________________________________________________________

________________________________________________________

List all of your children, and any whom you served 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>
</tr>
</thead>
<tbody>
<tr>
<td>Full name of child</td>
<td>DOB</td>
</tr>
<tr>
<td>Full name of child</td>
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<td>Full name of child</td>
<td>DOB</td>
</tr>
<tr>
<td>Full name of child</td>
<td>DOB</td>
</tr>
</tbody>
</table>

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

Volunteers in Public Schools • Little Rock School District • 616 N. Harrison Street • Little Rock, AR 72205 • 447-ViPS
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 viewers x 1 hour = 100 hours
- Clicks, likes and shares can be counted much like a donation: 4 shares x .25 = 1 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.
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:

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

COUNTING SERVICE ACTIVITIES:

<table>
<thead>
<tr>
<th>Activity</th>
<th># Volunteers</th>
<th>x time</th>
<th>TOTAL HOURS</th>
</tr>
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<tbody>
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</table>
# Event Sign-in Sheet

☐ Check if this activity meets the requirements of LRSD Parent Involvement- Title I, Part A (ESEA)

Submit copies to ViPS and PI.

<table>
<thead>
<tr>
<th>Location</th>
<th>Event:</th>
<th>Presenters:</th>
<th>Time span of event: to</th>
</tr>
</thead>
</table>

I am a: Parent (P), District emp (D), Student (S), Community (C)

<table>
<thead>
<tr>
<th>Name (please print) Example below</th>
<th>Name (Signature)</th>
<th>Phone</th>
<th>E-mail OR Address with Zip Code</th>
<th>School, Department, or Group</th>
<th>Gender</th>
<th>Race</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Smith</td>
<td>Joe Smith</td>
<td>501-1000</td>
<td><a href="mailto:Joe.Smith@aol.com">Joe.Smith@aol.com</a></td>
<td>Fair HS</td>
<td>M / AA</td>
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