



MARIN COUNTY SCHOOL VOLUNTEERS
Public Education

The Novato Foundation for

School Fuel and the Marin County School Volunteers need a Volunteer Coordinator at each school site to facilitate communication between the community volunteers, teachers/school site and MCSV. Please see our Volunteer flyer to see the possible placements of the community volunteers at your school site. MCSV provides much of the material you will need and will support you, as will School Fuel, throughout your position as a Volunteer Coordinator.

Your Role as a School Site Volunteer Coordinator

For School Fuel and the Marin County School Volunteers

MEET WITH PRINCIPAL

- Review MCSV Goals & Objectives, Policies and Procedures. Concerns? Questions?
- Discuss method of communication with Principal and Staff. Notes? Phone messages? Emails?
- Review MCSV Recruitment, Orientation, Training, TB & Fingerprinting clearance, & Workshops.

MEET WITH STAFF (Teachers and other support staff)

- Review MCSV Recruitment, Orientation, Training, TB & Fingerprinting clearance, & Workshops.
- Offer *Teacher Resource Folder* to Teachers.
 - Review contents of folder. Questions?
 - Determine/Review communication between you and staff regarding requests for volunteers.
 - Decide where teachers can leave Volunteer Request Forms for you. Box in office? Mail/fax?
- Let teachers know the best way to communicate to you generally. Box in office? Phone/email/fax?

DEVELOP / REVIEW YEARLY SITE-SPECIFIC VOLUNTEER HANDBOOK

- Work with School Fuel/MCSV or volunteers to make Handbook / Volunteer Package.
 - Welcome letters, list of school staff, volunteer pool & procedures.
 - Substitute Folder, staff room policies, parking, calendar of holidays and minimum days.
 - Emergency exit procedures & plans with school map, Health & Safety policy & procedures.
 - General information on tutoring, etc.

MEET WITH NEW VOLUNTEERS

- Orientation
 - Tour of School, sign-in book, meet principal and school secretary.
 - Review you site Volunteer Handbook.
 - Discuss placement, review site-specific volunteer opportunities.
 - Policy for recording and reporting monthly hours to MCSV
 - Discuss communication with teacher, volunteer coordinator, and Evaluation at end of year (EOY)
- Follow-up check-in with volunteer and teacher in 1-2 weeks

RECOGNITION OF VOLUNTEERS

- During School Year
 - Volunteer Photo Board.
 - Staff bulletin, newsletter, other.
- End of Year Recognition Year
 - Classroom recognition.
 - Staff EOY event.
 - MCSV EOY event

END OF YEAR EVALUATIONS

- Written / informal.
- Teacher's evaluations of volunteers, the process, handbooks and materials, comments, suggestions.
- Volunteer reports, comments, suggestions, return next year? Total hours volunteered.

Contact Suzanne Rush at MCSV for more information, 415-499-5896.

SCHOOL FUEL, The Novato Foundation for Public Education

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