

VOLUNTEER GUIDELINES

Be Dependable!

Come when promised and on time. Students, staff and other volunteers count on you. If you are unable to make it, call the office at 763-561-6870 and leave a message for the teacher or Volunteer Coordinator.

Communication!

Keep the lines of communication open with staff, the Volunteer Coordinator and other volunteers.

Confidentiality!

By accepting the role of volunteer and working closely with students, you need to be mindful of other's Right to Privacy.

Acceptance!

Be accepting of the students and situations you may encounter! Try to look at the whole picture and the factors involved.

VOLUNTEER PROCEDURES

Stop in the Office!

Stop in the office immediately upon entering Park Brook.

Sign In / Sign out!

Sign in at the office in the Volunteer Book that sits on the front counter. Volunteer sheets are in alphabetical order. Be sure to sign out when you leave, recording the time you spent volunteering.

Pick up your name tag!

Please wear a name tag while you are at Park Brook.

ON-GOING-OPPORTUNITIES

At Home Helper

Food Perspectives (taste testing)

Labels for Education

Media Center Helper

Box tops for Education

Morning Moves

Materials Helper (In school)

Special Events/ Projects

Wednesday Envelopes

Popcorn Person

PTO

Childcare

ONE-TIME OPPORTUNITIES

Turkey Bingo Committee

Vision / Hearing Screening

Field Trip Chaperone

RIF

Field Day

Mile Run

ON-GOING VOLUNTEER OPPORTUNITIES

MATERIALS HELPER (In school & at home)

Assist the staff by doing various tasks at home. A variety of activities may be included: putting booklets together, cutting, tracing, etc. All supplies will be provided along with clear instructions. Projects are usually sent home with the child or can be picked up in the Volunteer Coordinators office.

Time requirement: Varies by teacher and tasks required.

FOOD PERSPECTIVES

Participate in consumer taste tests. Tests are scheduled for days and evenings at various locations. You will receive a check after the test and our PTO will also receive payment.

Time requirement: Varies on the food being tested.

MEDIA CENTER HELPER

Assist in the Media Center by shelving books, clerical help, and filing. Training will be provided.

PTO

Meets once a month, (usually the 3rd Tuesday of the month from 6-7p.m.) to address any concerns or changes parents and caregivers may want to see at school. We also plan fun activities and fundraisers for the kids and school.

Time Requirement: 1 hour a month; more with planned activities.

CHILCARE

Watch children of parents attending PTO meetings or other meetings. Activities will include: coloring, reading, board games etc.

Time Requirement: Usually 1 hour.

SPECIAL EVENTS AND PROJECTS (SKILLS)

Assist the Park Brook staff by making “Special Events” even more special with your time and talents. Occasionally we need volunteers who have talents such as woodworking, carpentry, needlework, and sewing or calligraphy skills. Please let us know if you have a special skill and would like to share it along with your time during one of our events.

Time Requirement: Time will vary depending on the project or event.

WEDNESDAY ENVELOPES

Assist the Kindergarten teachers by stuffing Wednesday envelopes with handouts provided by the school.

Time Requirement: Usually 30-45 minutes.

POPCORN PERSON

Make popcorn using the schools’ popcorn machine for classroom incentive and rewards.

Time Requirement: Friday mornings, about 1 hour.

LABELS FOR EDUCATION

Clipping labels in collection bin and sorting for submission.

Time Requirement: Approx. 1 hr. per month.

BOX TOPS

Sorting box tops in collection bin for submission.

Time requirement: You choose days, Approx. 1 hr. per month.

MORNING MOVES Assist other parents and staff with leading students in a morning exercise program before school. Time requirement: Meets Mondays and Wednesday for 20 min. can do 1 or both.

ONE-TIME OPPORTUNITIES

TURKEY BINGO COMMITTEE

Help plan and work at the Bingo family events. We have one in the fall and usually another in the spring.

Time Requirement: Approx. 2 hours per Event.

FIELD TRIP CHAPERONE

Assist the staff by chaperoning students during various grade level trips in and around the Twin Cities.

Time Requirement: Time varies from 2 hours to all day.

MILE RUN

Assist the staff during this event by either directing traffic (training will be provided) or pouring and serving water to the runners.

Time Requirement: 1 hour

VISION/HEARING SCREENING

Volunteers are needed to assist with the vision and hearing screenings done in October. Volunteers will be instructed on the screening procedures. It is not necessary to have any nursing experience.

Time Requirement: 2 hours.

RIF

Help students choose a book from an assortment of age appropriate titles. Assist in putting a sticker with their name in that book.

Time Requirement: All day event. Whatever amount of time you choose.

FIELD DAY

Assist students at your assigned station as they go through various activities in throughout the park.