



GUIDELINES

Be Dependable. Please come when scheduled and be 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.

PROCEDURES

Stop in the Office. Begin your volunteer time in the office upon arriving at Park Brook. If your Volunteering Enrollment is not current and on file, please complete one.

Sign In / Sign out. Sign in at the office in the Volunteer Book. 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

Media Center Helper

Materials Helper (In school)

Popcorn Person

Classroom Assistant

Boxtops for Education

Wednesday Envelopes

Special Events / Projects

ONE-TIME OPPORTUNITIES

Bingo Committee

Spring Field Day

5th Grade Commemoration

Field Trip Chaperone

Vision / Hearing Screening

Mile Run



ON-GOING VOLUNTEER OPPORTUNITY DESCRIPTIONS

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 Volunteering Corner. Time requirement: Varies by teacher and tasks required.

WEDNESDAY ENVELOPE Assist the teachers by stuffing Wednesday envelopes with handouts provided by the school. Time Requirement: Usually 30-45 minutes on Wednesday around Noon.

POPCORN PERSON Make popcorn using the schools' popcorn machine for classroom incentive and rewards. Time Requirement: Friday mornings, about 1 hour. Varies.

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

BOXTOPS Sorting Boxtops coupons in collection bin for submission. Time requirement: You choose days, Approx. 1 hr. per month.

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.

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.

ONE-TIME OPPORTUNITY DESCRIPTIONS

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.