

# Table of Contents

	<b>Page</b>
<b>Introduction</b>	
❖ Welcome	1
❖ SERVE Coordinator Job Description	2
<b>SERVE</b>	
❖ Mission	1
❖ Programs	1-2
❖ Services	
➤ Recruitment	3
➤ Orientation and Training	3
➤ Screening	3
➤ Recognition	4
<b>Policies</b>	
❖ Policies, Procedures and Practices	1
❖ Florida Volunteer Protection Act	2-3
❖ Child Abuse	4
❖ Volunteer Screening	5
❖ School District of Hillsborough County Policy	6
<b>Screening</b>	
❖ Overview	1-2
❖ Recognition and Awards	3
❖ Screening	4-6
❖ Volunteer Applications – English and Spanish	7-8
<b>Volunteers</b>	
❖ Structure of a School Volunteer Program	1
❖ Benefits for Schools	2
❖ How Can Volunteers Help?	3
❖ Who is a Volunteer?	4
❖ Recruiting	5
❖ Bill of Rights	6
❖ Benefits for Volunteers	7-9
<b>School Personnel</b>	
❖ Teachers Working with Volunteers	1
❖ Essential Points for Teachers	2
❖ Staff Training	3
❖ Teacher/Volunteer Communication	4

	<b>Page</b>
<b>Training and Volunteer Management</b>	
❖ Overview	1
❖ Tutor Program	2-3
❖ Tutor Job Description	1
❖ Training-Workshops-Support	2
❖ Building Better Readers Volunteer Training	3
❖ Cross-age Tutoring	4
❖ Parent Workshops – Reading and Math	5
❖ Volunteer Training/Orientation	6
❖ Community Volunteer Program	7
 <b>Speakers Bureau</b>	
❖ Overview	1
❖ List of Topics	2-3
❖ Programs	4-8
❖ Classroom Speakers Request process	9-11
❖ Guidelines for Teachers	12
❖ Guidelines for Speakers	13
❖ Request Card	14
❖ Confirmation Sample	15
❖ Teacher & Speaker Evaluation Form	16
 <b>Parent/Community Involvement</b>	
❖ Department and websites	1
❖ Family Engagement Plan	2
❖ Awards and Recognition/What's new	3-4
 <b>Awards</b>	
❖ Information	
❖ District/State Awards and Reports	
❖ Calendar	
❖ Sample Award Applications	
❖ Five Star Application	
❖ Partnership Agreement	
❖ School Advisory Committee Attendance Sheet	
❖ SERVICE Learning Documentation	
❖ Student Community Service chart	
❖ Family Involvement Chart	



3111 Tampa Bay Boulevard  
Tampa, FL 33607  
Phone: 813-872-5254  
Fax: 813-673-4577  
www.servevolunteers.org

September 2014

## OFFICERS

### Ashley Johnson

Ameriprise Financial  
President

### Amanda E. Ballard

U.S. District Court  
Vice President

### Jodi Pushkin

Tampa Bay Times  
Secretary

### Kathleen J. Belmonte

Sabal Trust Company  
Treasurer

### Tammy Peralta

Bean Productions  
Past President

## TRUSTEES

### Gail D. Baker

Organo Gold

### Scott Binder

Achieva Credit Union

### Joel Cleveland

IBM Corporation

### Bob Conigliaro

Caspers Company  
McDonald's® Restaurants

### Joyce Cotton

WEDU

### MaryEllen Elia

Hillsborough County  
Public Schools

### Jeff Jinks

AonHewitt, Inc.

### Bridgitte Kramer

Hillsborough County Council  
PTA/PTSA

### Bonnie Lambert

Franklin Boys  
Preparatory Academy

### Megan Martinez

GulfShore Bank

### Cindy Stuart

Hillsborough County School  
Board

### Cathy Valdes

Hillsborough County  
Public Schools

### MaryLou Whaley

Hillsborough County  
Public Schools

Dear SERVE Coordinator:

Welcome to the 2014-15 school year!

SERVE works to ensure that students achieve academic and social success through the use of qualified community volunteers. We are delighted to serve as the official non-profit volunteer arm of the Hillsborough County Public Schools. Support from the schools and you, the SERVE Coordinator, has contributed to our success for over 40 years.

You have been appointed as the SERVE Coordinator, the school-based volunteer coordinator – by your school principal. This handbook is designed to provide resources to assist you in performing those duties. We are also available to help you, in a variety of ways, with volunteers at your site.

SERVE's mission is to increase academic achievement and enhance the educational experience by providing qualified community volunteers who support Hillsborough County educators.

We meet our mission by assisting with the following goals:

- Increase student academic achievement (tutor training and placement, Parent workshops, cross-age training)
- Enhance the educational experience of students at your school (Speakers Bureau, Great American Teach-in, Seasonal events)
- Assist the SERVE Coordinator and school staff with recruiting, screening, training, managing, retaining and rewarding volunteers
- Assist teachers by providing volunteers to support their classrooms
- Keep students and volunteers safe on the school sites
- Heighten public awareness of volunteerism and volunteer opportunities in the schools

Please feel free to contact us at any time with questions, for input, or for assistance. SERVE stands ready to support you in any way possible.

Sincerely,

*SERVE - Volunteers in Education*

# **SERVE Coordinator**

## **Job Description**

**Objective:** Increase student achievement and enhance the educational experience by managing the school's volunteer program and acting as the school liaison with SERVE - Volunteers in Education.

**Supervisor:** School Principal or Site Administrator

**Responsibilities** The SERVE Coordinator is responsible to:

- Ensure student safety by:
  - ✓ Providing applications to all volunteers and insure that proper screening is done based on the level of student contact
  - ✓ Maintaining the volunteer application file at the school
  - ✓ Providing job descriptions and training for volunteers
  - ✓ Insuring volunteers sign-in and sign-out using the Safenet System (or other school method).
- Coordinate site-based volunteer programs including but not limited to:
  - ✓ Classroom/office volunteers
  - ✓ Chaperones
  - ✓ Media Center volunteers
  - ✓ Tutors
  - ✓ Mentors
  - ✓ Clubs
- Serve as the liaison between SERVE and school personnel. Communicate new and updated information, procedures and opportunities to staff.
- Provide training to school staff on how to work with volunteers and how to access SERVE programs.
- Approve requests for speakers and forward to SERVE.
- Provide required reporting to SERVE and the District office as it relates to volunteers, especially volunteer hour reporting.
- Coordinate all awards activities for volunteers.
- Recognize and reward volunteers on a regular basis at the school site and submit nominees from the school for district and State awards.

**Training:** Attend SERVE Coordinator training offered in the fall of each school year.

**Commitment:** The SERVE Coordinator is appointed by the Principal or Site Administrator and serves in this position at the principal's direction throughout the school year.



**SERVE – Volunteers in Education** assists students in achieving success academically and in life through the use of community volunteers. A private, non-profit organization, SERVE is the official non-profit volunteer arm of the Hillsborough County Public Schools.

Founded in 1969, SERVE builds sustainable partnerships between students and volunteers from local businesses, universities, parents, and community groups. Celebrating over 40 years of commitment to the children of Hillsborough County, SERVE assists schools by providing volunteers to increase student achievement and to enhance their educational experiences.

## **MISSION**

SERVE’s mission is to increase student achievement and enhance the educational experience by providing qualified community volunteers who support Hillsborough County Educators.

To meet its mission **SERVE** offers the following programs:

### **Speakers Bureau**

Competition for a student’s attention in today’s world makes classroom presentations an indispensable teaching tool and a complement to most curricula. The largest of its kind in Florida, SERVE’s Speakers Bureau taps into experiences of volunteers to provide many topics from which teachers may choose and students may benefit. The Speakers Bureau includes individual volunteers as well as organizations with educational programs. Speakers (upon request) present to students in the classrooms and provide the “Great American Teach-In” experience every day. Students and teachers regularly emphasize the importance of the Speakers Bureau and its ability to expose students to a variety of careers, industries, and cultures.

### **Training and Volunteer Management Program**

With individual attention and achievement its primary goal, SERVE’s Training and Volunteer Management program brings volunteers from all walks of life to reinforce classroom lessons, build confidence and help those in need maximize their potential. SERVE’s structured program

provides the training necessary to ensure a rewarding experience for both volunteers and students. The program provides support to more than 5,000 students annually, and demand continues to grow. The Training and Volunteer Management program serves students in grades K-12 as well as adult learners. In addition, training is offered for parents through several workshops designed to provide parents a way to enhance educational lessons in the home.

## **Mentoring Program**

Positive youth development begins at the elementary age and SERVE collaborates with other community organizations to provide students with caring adults to support and promote the process. Mentors work one-on-one with “at-risk” youth within the school for a mutually rewarding experience. Community partners include the Hillsborough Education Foundation (through Take Stock in Children) and Big Brothers Big Sisters (through the BIGS in Schools program).

## **School Based Volunteers**

SERVE supports school-based volunteer programs through referrals and training assistance. If an organization has a desire to become involved, SERVE can help find an interested school or program. In addition, SERVE coordinates recognition events and awards at the district and state levels.

## **Volunteer Screening**

Student safety is of primary concern to parents, community members and school staff. SERVE provides information to schools on volunteer screening, conducts many phases of screening and interfaces with other departments to ensure Hillsborough County students remain safe. SERVE works with schools to make sure all volunteers have completed a registration form, receive appropriate screening, and begin volunteering at their selected school site. Students, parents and staff are assured that volunteers are screened and students are safe.

# **SERVE Services**

## **Recruitment**

Recruitment is both a process and an activity. As a process, it involves a series of steps. Steps begin with thoughtful planning and end with genuine teamwork of everyone working toward common goals. An effective recruitment plan includes volunteer assessment, developing action steps, and implementing an efficient plan. As an activity, recruitment is the task of asking or inviting individuals and groups to become volunteers.

SERVE can assist schools with ideas for news releases, recruitment techniques and publicity. We work jointly with schools to make recruitment presentations to local businesses, parent-teacher associations, community organizations, and senior citizens groups. During the presentations, schools can present information about the school and volunteer needs. SERVE recruits volunteers from all walks of life to help in the local school. If there is a volunteer that desires to work with students at a particular school, the SERVE staff will refer them to the SERVE Coordinator at that school.

## **Orientation and Training**

Volunteers are expected to assume responsibility for the health, safety, and welfare of students and to assist a teacher in supporting student achievement. SERVE encourages all volunteers to feel comfortable in their volunteer job and as part of the school team. Therefore, SERVE can provide orientation and training to volunteers so they may possess a clear understanding of all state and district policies, procedures, and practices relevant to their assignment and job responsibility. A variety of training and workshops are also offered to literacy volunteers, parents, students and school personnel.

## **Screening**

With a simple application, all volunteers are registered. A tiered screening process is used to provide for the safety of students and volunteers. Every volunteer must sign in when at your school in order to be covered by the general liability program in case of an accident. This can be done manually, or with the District's School Check-In program. In addition, due to legislative mandates, all volunteers must be checked by the school, against the Florida Department of Law Enforcement Sexual Offender/Predator website before they can serve at your school. The handbook provides samples of all necessary forms. SERVE is also available for consulting services and to provide technical assistance with the Department of Education reports and awards, and related volunteer programs.

## Recognition

Schools are encouraged to nominate volunteers who represent the finest examples of their volunteer programs. There are several awards to honor the dedication, time and hard work of the volunteers. See the Awards section for more information.



**Volunteers are Key Elements on the Road to Success**



## **Policies, Procedures, and Practices**

Volunteers are integral members of the education team. State law and county policy provide specific restrictions on what volunteers may or may not do, and on benefits volunteers may expect from the school district. A volunteer is a non-paid person functioning under the sponsorship of the school district or its designee and at the direction of responsible school staff. It is a job class, not a pay grade.



In Hillsborough County Public Schools there are over 50,000 volunteers interacting on school campuses over the course of a school year. Volunteers are important to efficient school functioning and student learning. The District has an obligation to provide a safe learning environment. Prudent steps are taken to provide a safe environment while continuing to make volunteering a viable choice for local citizens.

SERVE encourages volunteer participation by individuals and groups in local schools during and after school hours. Volunteers register by completing the one-page application form. The screening of school volunteers is accomplished using a three-tiered screening process. The process provides for the safety of children, staff and volunteers.



# **Policies, Procedures, and Practices**

## **State of Florida Statutes**

### **School Volunteer Liability**

A school volunteer who has been duly appointed by the school principal and is rendering services within the scope of that appointment is governed by the provisions of Florida Statute **768.1355 Florida Volunteer Protection Act.**--, which provides that:

(1) Any person who volunteers to perform any service for any nonprofit organization, including an officer or director of such organization, without compensation, except reimbursement for actual expenses, shall be considered an agent of such nonprofit organization when acting within the scope of any official duties performed under such volunteer services. Such person shall incur no civil liability for any act or omission by such person which results in personal injury or property damage if:

(a) Such person was acting in good faith within the scope of any official duties performed under such volunteer service and such person was acting as an ordinary reasonably prudent person would have acted under the same or similar circumstances; and

(b) The injury or damage was not caused by any wanton or willful misconduct on the part of such person in the performance of such duties.

1. For purposes of this act, the term "nonprofit organization" means any organization which is exempt from taxation pursuant to 26 U.S.C. s. 501, or any federal, state, or local governmental entity.

2. For purposes of this act, the term "compensation" does not include a stipend as provided by the Domestic Service Volunteer Act of 1973, as amended (Pub. L. No. 93-113), or other financial assistance, valued at less than two-thirds of the federal hourly minimum wage standard, paid to a person who would otherwise be financially unable to provide the volunteer service.



(2) Except as otherwise provided by law, if a volunteer is determined to be not liable pursuant to subsection (1), the nonprofit organization for which the volunteer was performing services when the damages were caused shall be liable for such damages to the same extent as the nonprofit organization would have been liable if the liability limitation pursuant to subsection (1) had not been provided.

(3) Members of elected or appointed boards, councils, and commissions of the state, counties, municipalities, authorities, and special districts shall incur no civil liability and shall have immunity from suit as provided in s. [768.28](#) for acts or omissions by members relating to members' conduct of their official duties. It is the intent of the Legislature to encourage our best and brightest people to serve on elected and appointed boards, councils, and commissions.

(4) This section may be cited as the "Florida Volunteer Protection Act."

In essence, this means that as long as the volunteer is acting in the manner in which he has been directed by the principal/administrator, no personal liability will attach to the volunteer, provided that his actions which resulted in injury were not taken maliciously, in bad faith, or in wanton and willful disregard of the rights and safety of others.



# **Policies, Procedures, and Practices**

## **State of Florida Statutes**

### **Reporting Suspected Child Abuse**

Any individual who has reason to believe that a child has been subjected to abuse or maltreatment shall report the matter to the **school principal** or the **Florida Abuse Hotline at 1-800-96ABUSE**. The following circumstances should be reported: neglect, malnutrition, sexual abuse, physical injury, mental injury, and/or failure to provide sustenance, clothing, shelter or medical attention.

Employees of public or private facilities serving children are required, by statute **39.201** to report any case in which they believe a child has been subjected to abuse. Any employee who willfully violates the provisions of the law may be found guilty of a misdemeanor.

In this situation, volunteers are held to the same standards as a school employee and as such have an obligation to report abuse. **Persons reporting are guaranteed immunity from any civil or criminal liability.**



### **PLEASE REMEMBER...**

- Volunteers cannot give medication to students at any time, even if they are working in the clinic
- Volunteers **cannot** discipline students
- Volunteers cannot divulge personal information about a student. Volunteers **must** maintain confidentiality at all times. The district confidential policy applies to all volunteers at Hillsborough County Public Schools, which includes:
  - academic work completed
  - family background information
  - standardized test scores
  - attendance records
  - counselor ratings & observations
  - health data
  - grades
  - interest inventory reports
  - teacher ratings & observations
  - reports of serious behavior problems

## Background Screening of Volunteers

### **Search of registration information regarding sexual predators and sexual offenders required prior to appointment or employment.**

Florida Statute **943.04351** requires a state agency or governmental subdivision, prior to making any decision to appoint or employ a person to work, whether for compensation or as a volunteer, at any park, playground, day care center, or other place where children regularly congregate, must conduct a search of that person's name or other identifying information against the registration information regarding sexual predators and sexual offenders maintained by the Department of Law Enforcement under s. 943.043. The agency or governmental subdivision may conduct the search using the Internet site maintained by the Department of Law Enforcement. This section does not apply to those positions or appointments within a state agency or governmental subdivision for which a state and national criminal history background check is conducted.

As a result of this statute, schools are required to screen all volunteers against the Florida Department of Law Enforcement Sexual Offender/Predator website before they begin working in a school.



# **Policy, Procedures, and Practices**

## **Hillsborough County School District School Board Policy Manual**

### **2430.02 - Volunteers**

#### **Protection by Florida Statutes:**

A school volunteer is any non-paid individual who gives time to a school or school staff member while performing assigned duties. An approved school volunteer who has officially recorded attendance in the school where the volunteer is rendering services under an administrative or instructional staff member shall be accorded the same protection by Florida statutes as those accorded to certified instructional personnel.

The Superintendent shall develop and update as needed administrative procedures to implement this policy.

F.S. 768.28(9)(a), 1012.01(5)

#### **Student Handbook**

##### **Visitors Policy**

Visitors to the campus must sign-in with the receptionist in the office. Photo identification is required. Any individual considered a non-student must obtain administrative clearance prior to entering the building. The classroom teacher will be given advanced notice for parent classroom visits. A pass will be issued to those persons who have legitimate business with the school. Persons without a pass are subject to trespass violation and possible arrest. Students who are enrolled in any Hillsborough County Public School may not visit any other school without the permission of the administrative personnel at the visiting school. Any student found in violation of this policy will be subject to school disciplinary action. Visitors must receive approval from the principal in advance to observe in a classroom. Teachers cannot stop classroom activities to hold a parent conference. Students cannot arrange for their friends or relatives from other schools to visit the school at any time. Any individual found on the campus without clearance from a member of the administrative staff may be arrested for trespassing.

One of the mission statement tenets of Hillsborough County Public Schools is to promote a culture of safety and respect that is free from harassment, bullying and aggression, while demonstrating best practice in all areas of safety. To that end, Hillsborough County Public Schools utilizes the SafeNet System which screens any visitor to our campuses and facilities against the Florida Department of Law Enforcement (FDLE) Sexual Offender/Predator database. All persons wishing to come on to our campuses are required to be screened in SafeNet.  
(HCPS Policy 9150, 9160)

# **Management of Volunteers**

Managing volunteers in Hillsborough County Public Schools is more important now than ever before. Due to the numbers of school volunteers, hours of service, and school partnerships - managing volunteer information is no longer a one-person activity. Consequently, SERVE in collaboration with District staff, the Hillsborough Education Foundation, and Big Brothers and Big Sisters have developed a process to manage an effective and efficient volunteer system.

## **Recruitment and Community Outreach**

SERVE staff, school staff, PTA/PTSA, and partnership personnel recruit volunteers. SERVE offers assistance with recruitment strategies, sample materials and volunteer appreciation suggestions.

## **Volunteer Registration Process**

All new volunteers fill out an application form; returning volunteers will complete a new form every three years or annually if the school prefers. Applications are carefully reviewed and the applicant is interviewed to determine their qualifications and preference for assignment. Volunteers may be asked by partner organizations to provide their social security numbers, which are used to verify information for screening purposes. SERVE no longer requires Social Security numbers for volunteers. Schools complete the initial Sexual/Offender background check and then forward applications to the SERVE office; retaining a copy for their files.

The screening of volunteers is a tiered process using the attached procedure. As regards personal information, SERVE follows strict policies and procedures regarding confidentiality. Screening procedures were developed in conjunction with the district and are included annually in the Principals' handbook.

## **Training**

Orientation and training workshops are available for all volunteers and are particularly valuable to parents involved with the school. Training gives the volunteer a feeling of security, a higher comfort level, and overcomes any problems that they might experience in adjusting to their assignment. Participation in relevant workshops will benefit the student and staff member as well as the volunteer.

There are training opportunities for tutors, mentors and school-based volunteers. SERVE can provide orientation and training to school staff about volunteers, SERVE programs, and state awards programs. Partner organizations have mentor training sessions available as well.

This handbook includes materials for volunteer orientation and practical suggestions on how to retain volunteers. SERVE is available upon request to assist with training needs at schools.



# Management of Volunteers

## Recognition and Awards

Steps and actions taken throughout the school year emphasize the importance of retaining and motivating volunteers. Simple things like a warm greeting, articles about volunteers in the school newsletter, a volunteer area with coffee available help keep volunteers coming back to your school. An annual special event, rather than on-going events, demonstrates the appreciation your school feels for volunteers. End of the year parties, certificates, or pins are examples of recognizing and acknowledging the volunteers' time, commitment, dedication and hours of service.

Remember that documenting and counting all volunteer hours of service is important when completing the Annual Department of Education (DOE) reports, award nominations, and award application forms. See the Awards section for samples.

In all cases it is understood that the school has the right to deny a volunteer who is applying to serve at their school. School volunteering is a privilege, not a right, and a school may determine that a volunteer is not appropriate for their situation. Ultimately, the school has supervisory responsibility for all volunteers at their school.



## **Volunteer Screening – Hillsborough County Public Schools**

There is a need for consistent understanding of the screening process across the district – for site administrators, SERVE Coordinators, all divisions, field trip chaperones and others. The guidelines that have been developed are appropriate for the district. The district is showing reasonable and prudent care with the levels of screening, the types of screening included and the communications/decision making suggested.

Decisions regarding the status of a volunteer – whether they can serve at a school – are left to the principal’s discretion. This is consistent with site based management policies that are in place in the district. In addition, since the volunteers are serving at a school site, it would be inappropriate for SERVE (at a remote location) to make a hiring decision, with the school having oversight responsibility.

## **Volunteer Screening – Hillsborough County Public Schools Executive Summary**

### **Current Classifications**

Volunteers fall into one of three categories:

- A. Level 1 - Those with *group exposure, or no direct exposure to students* (general volunteers). This would include office workers, teacher assistants, and community speakers. The individual is not left alone with students, and does not have extended one-on-one contact with students.
- B. Level 2 - Those with *one-on-one supervised interaction* with students usually on school premises. This would include tutors and any other persons with one-on-one contact under District employee supervision (sight or hearing), site based mentoring or daytime field trip chaperones.
- C. Level 3 - Those with *one-on-one unsupervised interaction* with students. This would include off-site mentors and overnight chaperones.

In all cases it is understood that the school has the right to deny a volunteer who is applying to serve at their school. School volunteering is a privilege, not a right, and a school may determine that a volunteer is not appropriate for their situation. Ultimately, the school will have supervisory responsibility for all volunteers at their school, even if they are recruited or trained by another group.

## **Execution/Screening Requirements**

### **All levels**

1. Volunteer obtains and completes a District volunteer application. If a speaker is part of the SERVE Speakers Bureau, they fill out the SERVE Speakers bureau registration form. Exception: those individuals participating in a onetime event (Great American Teach In for example) who are escorted and are not returning, an application is not required.
2. Applicant's name is checked against the Florida Department of Law Enforcement (FDLE) Sexual Offender/Predator website ([www.fdle.state.fl.us](http://www.fdle.state.fl.us)).
3. Applications will be marked with indication that predator/offender check has been completed, with the outcome.
4. The original completed volunteer applications should be kept on file at the school with copies forwarded to SERVE at Route 1.
5. Volunteers are considered accepted as a SERVE/school volunteer at this time.

### **Level II – One on one volunteers, day field trip chaperones**

1. Procedures for “all levels” have been conducted.
2. Once the application is received at SERVE, SERVE staff will check the following web-sites for all Level II volunteers:
  - a) Hillsborough County Sheriffs Office [www.hcso.tampa.fl.us](http://www.hcso.tampa.fl.us)
  - b) Florida Department of Corrections [www.dc.state.fl.us](http://www.dc.state.fl.us)

*Special Note:* Due to the small number of volunteers who have criminal backgrounds, and of that group, the very few who would be ineligible to volunteer with children, SERVE will contact a school regarding volunteer status only when a criminal background reveals a problem. Otherwise, when the application has been submitted to SERVE, with all information completed and the SOP background check completed, the volunteer is considered approved. Contact will be made with the school *only when there is an issue or background*.

### **Level III – overnight chaperones**

1. All Level III volunteers must complete a fingerprint/FBI screening.
2. The volunteer must take the original completed SERVE Volunteer application with them to Professional Standards.

3. We strongly suggest that the volunteer check with the Office of Professional Standards to confirm hours of operation and availability (813-840-7151 or 813-840-7155). Hours are M -F from 8 a.m. – 4:00 p.m. (closed for lunch from 11:30 to 12:30). Volunteers should identify themselves as volunteers, not vendors. The location for fingerprinting is the Instructional Services Center (ISC), 2920 North 40th Street, Tampa, Florida 33605, 1st Floor.
4. **Please note, SERVE or the Office of Professional Standards will not pay for fingerprinting.** The fee (currently \$45.50) must be paid by the volunteer or a sponsoring organization (school PTA, booster club, etc.)
5. Volunteers need to take the following items when going for fingerprinting:
  - a. Original completed SERVE application
  - b. Social Security Card
  - c. Photo ID
  - d. Money order for \$45.50 for fingerprinting - Each individual will need to have a money order for \$45.50. Money order must be made out to **Hillsborough County Public School (HCPS)**. Money orders are the only form of payment accepted.
6. Fingerprint technicians will obtain a legible set of the volunteer's fingerprints and submit them for local, statewide, and national checks. After completing the fingerprinting process, the original SERVE volunteer application will be stamped and returned to the volunteer.
7. After completing the fingerprinting process, the Office of Professional Standards will stamp the SERVE application and return it to the volunteer. The volunteer should take the app to the school (the SERVE Coordinator) who will forward a copy to SERVE. (It is strongly suggested that the volunteer keep the original, give a copy to the SERVE Coordinator at which time she/he should send a copy to SERVE and a copy given to the coordinator of the group going on the overnight trip).
8. The Office of Professional Standards will notify the SERVE office of the outcome of the background check.
9. Fingerprinting is good for 3 years. SERVE keeps fingerprinted applications separate from other applications
10. The school will submit the application to SERVE for the files and data entry. Applications will indicate that it is for an overnight chaperone.

NOTE: All screenings are good for three years. Schools may select to process applications more frequently.



**Hillsborough County Public Schools  
2014 – 2015 Volunteer Application**  
Please complete application fully, and return to:  
The school where you will be volunteering

SOP _____	Date _____	Initial _____
HCSO _____	Date _____	Initial _____
DOC _____	Date _____	Initial _____

**LEGAL Name** \_\_\_\_\_  
 Last First Middle (Not initial) Maiden (Required if applicable)

**Home Address** \_\_\_\_\_ **How long?** \_\_\_\_\_  
 Number and Street City State Zip

**Previous address if less than 5 years** \_\_\_\_\_

**Name & Address of Employer** \_\_\_\_\_  
 \_\_\_\_\_ **How long?** \_\_\_\_\_ **Occupation** \_\_\_\_\_

**Home Telephone** \_\_\_\_\_ **Business** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Cell Phone** \_\_\_\_\_ **E-mail Address** \_\_\_\_\_

**Date of Birth (required)** \_\_\_\_\_ **Do you have a student in Hillsborough County schools?**  Yes  No

**School(s)** \_\_\_\_\_

**Student's Name(s)** \_\_\_\_\_

**Grade(s)** \_\_\_\_\_ **Teacher(s)** \_\_\_\_\_

**Are you a student?**  Yes  No **School** \_\_\_\_\_

**Gender**

- Female
- Male

**Ethnic Origin (Optional)**

- African American
- Hispanic
- Caucasian White
- Asian/Pacific Islander
- American Indian/Alaskan Native
- Other

**Volunteer Category**

- Classroom Helper
- Tutor
- Mentor (Please complete page 2)
- Chaperone/Day
- Chaperone/Overnight (Fingerprinting required-additional fee)
- Other \_\_\_\_\_

**Marital Status**

- Married
- Single
- Widowed
- Separated
- Divorced

**School you prefer & grade level:** \_\_\_\_\_

**Highest Level of Education Completed:** \_\_\_\_\_

**Special skills, languages or hobbies:** \_\_\_\_\_

I understand that I am offering my services to the Hillsborough County Public School System without compensation. I certify that all information given on this application is true and complete. Any misrepresentation, omission or incorrect statement of facts called for in this application is cause for immediate dismissal of me as a volunteer. I agree, if I am a volunteer, to abide by all school board rules, regulations and policies, either published or in effect by usage and all rules, regulations and laws of the State of Florida as may be required by Florida Statutes and the School Board of Hillsborough County.

Have you ever been convicted, pled no contest, or had adjudication withheld in a criminal offense, felony, misdemeanor or are there any criminal charges now pending against you other than a minor traffic violation?

Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, Please provide a brief explanation on a separate sheet of paper.

Would you agree to an employer/criminal background check? Yes \_\_\_\_\_ No \_\_\_\_\_

**SIGNATURE OF VOLUNTEER APPLICANT:** \_\_\_\_\_ **DATE** \_\_\_\_\_



**Distrito Escolar del Condado de Hillsborough  
2014-2015 Solicitud de Inscripción  
en el Programa de Voluntarios**  
Por favor, llene esta solicitud y devuélvala a:  
La escuela donde usted se ofrece a voluntar

SOP	Date	Initial
HCSO	Date	Initial
DOC	Date	Initial

**Nombre LEGAL** \_\_\_\_\_  
Apellido                      Nombre                      Segundo Nombre (no la inicial)                      Nombre de soltera (Requerido si aplica)

**Dirección** \_\_\_\_\_ **¿Por cuánto tiempo?** \_\_\_\_\_  
Número y calle                      Ciudad                      Estado                      Código postal

**Dirección anterior, si en la última vivió por menos de cinco años** \_\_\_\_\_

**Nombre y dirección del empleador** \_\_\_\_\_  
 \_\_\_\_\_ **¿Por cuánto tiempo?** \_\_\_\_\_ **Ocupación** \_\_\_\_\_

**Teléfono de la casa** \_\_\_\_\_ **Negocio** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Numero de teléfono de celular** \_\_\_\_\_ **Dirección del correo electrónico** \_\_\_\_\_

**Fecha de nacimiento (necesario)** \_\_\_\_\_ **¿Tiene usted algún hijo(a) en las escuelas del condado de Hillsborough?**  Sí  No

**Escuela(s):** \_\_\_\_\_

**Nombre de estudiante(s)** \_\_\_\_\_

**Grado(s)** \_\_\_\_\_ **Maestro/a(s)** \_\_\_\_\_

**¿Es usted un estudiante?**  Sí  No **Escuela:** \_\_\_\_\_

**Género**

- Femenino
- Masculino

**Origen étnico (Opcional)**

- Afroamericano
- Hispano
- Caucásico/blanco
- Asiático/de Islas del Pacífico
- Indio americano/nativo de Alaska
- Otro

**Categoría de Voluntario**

- Ayudante en el salón de clase
- Tutor
- Mentor (Por favor llene la página 2)
- Acompañante – Día
- Acompañante – Durante la noche  
(Requiere huellas- costo adicional)
- Otro: \_\_\_\_\_

**Estado Civil**

- Casado
- Soltero
- Viudo
- Separado
- Divorciado

**Escuela y grado(s) que prefiere:** \_\_\_\_\_

**Nivel Educativo logrado:** \_\_\_\_\_

**Destrezas especiales, idiomas o pasatiempos:** \_\_\_\_\_

Comprendo que estoy ofreciendo mis servicios al Sistema Escolar del Condado de Hillsborough sin compensación alguna. Certifico que toda la información dada en esta solicitud es verdadera y completa. Cualquier alteración, omisión o expresión incorrecta malintencionada de datos declarados en esta solicitud es motivo para rechazar o terminar mis servicios como voluntario. Estoy de acuerdo, si soy aceptado como voluntario, en cumplir todas las reglas, regulaciones y normas de la Junta Directiva Escolar, ya sea que hayan sido publicadas o estén en vigor por su uso, así como todas las reglas, regulaciones y leyes del estado de Florida, como sea requerido por los Estatutos de Florida y la Junta Directiva Escolar del Condado de Hillsborough.

¿Ha sido usted alguna vez sancionado, se ha declarado *no lo contendere* (no respuesta), o ha sido acusado de cualquier crimen, delito u ofensa menor de carácter criminal, o existe algún cargo en estos momentos pendientes contra usted de cualquier otro tipo que no sea una violación menor de tráfico?

Sí \_\_\_ No \_\_\_ En caso positivo, por favor redacte una breve explicación en una hoja de papel aparte.

¿Aceptaría una revisión de sus antecedentes laborales/penales? Sí \_\_\_ No \_\_\_

**FIRMA DE QUIEN SE OFRECE COMO VOLUNTARIO:** \_\_\_\_\_ **FECHA** \_\_\_\_\_

# **Structure of a School Volunteer Program**

## **SERVE Staff**

- Recruits speakers, tutors, mentors, and school-based volunteers.
- Provides orientation and training to volunteers, and school-based coordinators.
- Develops materials and handbooks.
- Maintains district volunteer records.
- Provides district-wide recognition and coordinates awards.
- Schedules classroom speakers.
- Matches volunteer tutors with desired and/or "focus" schools.

## **The Principal**

- Sets guidelines, policies, and procedures.
- Appoints SERVE coordinator.
- Supports volunteers/teachers/coordinators.

## **The School-Based SERVE Volunteer Coordinator**

- Assesses school's volunteer needs.
- Establishes job descriptions.
- Recruits and interviews volunteers.
- Registers volunteers.
- Arranges orientation and training.
- Serves as contact for teachers and volunteers.
- Develops materials, keeps records, and provides input to SERVE.
- Coordinates recognition for volunteers/teachers.
- Serves as staff liaison for SERVE.
- Coordinates volunteer efforts with SERVE.
- Coordinates first level of volunteer screening.

## **The School Volunteer**

- Must have a genuine interest in students.
- Needs no special teaching certificate or degree.
- Adheres to school policies.
- Maintains confidentiality (Per Confidential Policy 8330).
- Completes registration form as required.
- Signs in and out using the automated swipe system or the volunteer sign-in book.
- Wears identifying name tag.
- Tracks and submits at home or off campus volunteer hours.

# **Benefits of a School Volunteer Program**

## **Benefits For Principals:**

- Enriched curriculum
- Expanded use of tax dollars
- More involved and informed parents and community members
- Improved school-community relations
- Better staff morale through extra help

## **Benefits For Teachers:**

- More individual instruction
- Help with non-instructional duties
- Lower adult-child ratio
- Closer working relationship with parents
- Lightened clerical load
- Broader support from community

## **Benefits For Students:**

- Increased remedial help
- Greater enrichment
- Improved self image
- Positive adult role models
- Individualized instruction
- Exposure to careers
- Diversity of experiences
- Personal attention





## How Can Volunteers Help?

- ◆ Tell stories to children
- ◆ Listen to children read
- ◆ Help with cooking projects
- ◆ Provide individual help
- ◆ Assist in learning centers
- ◆ Set up learning centers
- ◆ Help contact parents
- ◆ Reproduce materials
- ◆ Work in clinic or Media Center
- ◆ Work with non-English speaking children
- ◆ Make instructional games
- ◆ Assist with visual tests
- ◆ Prepare visual materials
- ◆ Develop programmed materials
- ◆ Discuss current events
- ◆ Help children with arts and crafts
- ◆ Prepare bulletin boards
- ◆ Help with special events
- ◆ Gather resource materials
- ◆ Make props for plays
- ◆ Discuss careers or hobbies (GATI)
- ◆ Prepare teaching materials
- ◆ Discuss careers or hobbies (GATI)
- ◆ Work with small groups of students
- ◆ Help children with gross motor activities
- ◆ Reinforce recognition of alphabet or numbers
- ◆ Talk/listen to children
- ◆ Help with a foreign language
- ◆ Make puppets
- ◆ Dramatize a story
- ◆ Drill spelling words
- ◆ Organize a book fair or college fair
- ◆ Help reinforce concepts
- ◆ Sponsor a club or organization
- ◆ Work with small groups
- ◆ Assist in science and/or math laboratories
- ◆ Contribute to special units
- ◆ Assist with special needs students
- ◆ Be a School Improvement Team member
- ◆ Serve as a mentor
- ◆ **Get involved with PTA/PTSA**
- ◆ **Tutor students in basic academics**

# **Who Is A Volunteer?**

## **WHO ARE VOLUNTEERS?**

- ❖ Parents and community members
- ❖ Retirees
- ❖ Corporate and business representatives
- ❖ College students
- ❖ High school students
- ❖ Individuals with special expertise

## **WHAT ARE THE QUALIFICATIONS?**

- ❖ A positive attitude
- ❖ Enthusiasm for working with students
- ❖ The ability to work cooperatively with school personnel
- ❖ Good communication skills
- ❖ Good health and moral character
- ❖ Regular attendance
- ❖ Commitment to the student and the program

## **WHAT TRAINING IS REQUIRED?**

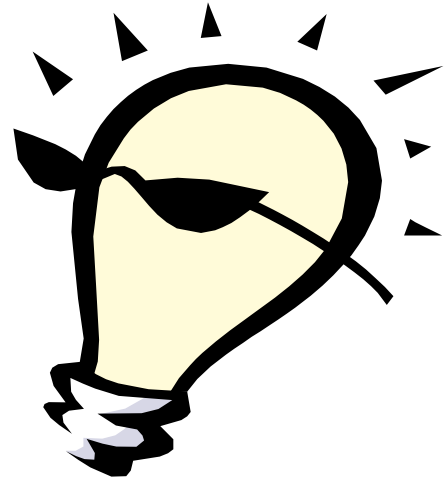
- ❖ Attendance to a one-time orientation session, which:
  - Presents the purpose of volunteerism
  - Describes the role of the volunteer
  - Explains policies and procedures
- ❖ Additional and continued training as required

## **WHY ARE VOLUNTEERS NEEDED?**

- ❖ To serve as a positive role model for students
- ❖ To encourage and give individual help to students and staff
- ❖ To help students develop a more positive attitude toward academic achievement

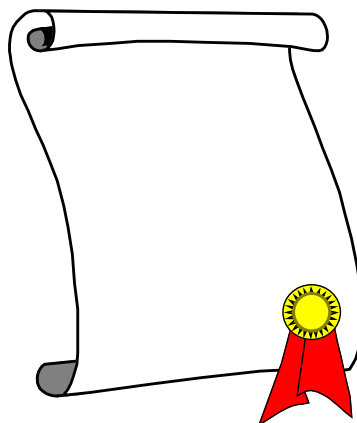
## Recruiting Volunteers

- ☞ Newsletters
- ☞ Media
- ☞ Beginning of the year packet
- ☞ Open House
- ☞ PTA meetings
- ☞ Organize a school volunteer committee
- ☞ Speak at community clubs, organizations, businesses, etc.
- ☞ Prepare handouts such as brochures, bookmarkers or bumper stickers
- ☞ Display student-made posters in the community
- ☞ Coordinate with business partners



## **Volunteer Bill of Rights**

1. Volunteers have the right to know what the job is. They have a right to receive a clear job description that outlines their expected accomplishments, the specific duties to be performed, the responsibilities given to them, the duration and amount of time of the commitment, the qualifications necessary to assume the role, and the methods by which the job and volunteer will be evaluated.
2. Volunteers have the right to expect advice and guidance from the persons(s) to whom they are accountable and pertinent information that can help them perform their jobs better.
3. Volunteers have the right to training in many forms, including orientation to the basic information about the organization, its mission, goals, leadership ladder, etc. written materials describing more details about the organization and its work, and on the job training with supervision and instructions.
4. Volunteers have the right to receive feedback on their performance and to review their progress with someone responsible for their activities.
5. Volunteers have the right to receive recognition and acknowledgment. It need not be elaborate. A simple thank you note can often be enough.



# Benefits For Volunteers

## PARENTS

- Personal contact with teachers
- Better knowledge of curriculum
- More informed about school
- Better understanding of child's needs
- Shows your child know that school is important

## COLLEGE STUDENTS

- Work experience
- Better understanding of teachers and school
- Learn and develop skills
- Enhance your resume'

## SENIOR CITIZENS

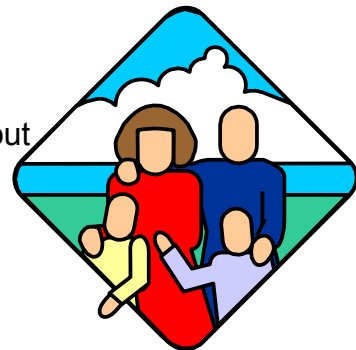
- Continued contributions to society
- Make use of skills and experiences
- Feel needed and valued
- Connection with younger generation

## BUSINESSES

- Improved community relations
- Increased employee morale
- Satisfied employees

## COMMUNITY RESIDENTS

- Better understanding of schools
- Contributing to a community institution
- Communicate to others that you care about the community



## Benefits for Volunteers

Signing up to become a school volunteer means signing in each time service is rendered. Those volunteers who are appointed by a school board or its designee are considered as agents of the school board and serve as an integral part of the educational team. School volunteers are considered a valuable resource to the educational system.

### TAX BENEFITS

Many out-of-pocket expenses that a volunteer expends while rendering services without compensation are considered as contributions and are deductible from federal income tax. Persons who expect to itemize deductions are urged to maintain careful and complete records of expenditures and services rendered. Expenses that can be deducted include:

- Transportation to and from place of service
- Mileage to and from home to place of service at the current rate per mile (check with your tax advisor to determine the current rate for reimbursement)
- Parking fees
- Per diem allowance to cover reasonable travel expenses or difference between reimbursement and actual cost if receipts are retained while rendering donated services
- Cost of uniform if required
- Reasonable un-reimbursed out-of-pocket expenses directly connected with and solely attributable to gratuitous services performed related to volunteered services
- Dues, fees, or assessments paid to qualified organizations (Federal Tax Law – IRS Publication #526)



## Benefits for Volunteers

### Future Employment

In many instances, volunteered or unpaid experience is recognized as previous employment and experience. The State of Florida Employment Application states: "...include job-related volunteer work" and the Federal Employment Application for government positions states: "Include Volunteer Work (non-paid work)".

Information required includes the month and year of employment, name and address of employer, supervisor's name and title, job title, hours per week, and specific duties and responsibilities. Where salary is requested, "volunteer" should be inserted.

When developing a resume the volunteer should treat volunteer experience and skills the same as paid experience. The volunteer may want to note the experience as "volunteered services."



## **Teachers Working with Volunteers**

Volunteers are only part of an effective volunteer program. Teachers are the other part. Teachers are trained to teach children. Their effectiveness in utilizing volunteer help can enhance and complement a child's learning experience. A school volunteer program works well when there is open and positive communications between volunteer and staff, notification of absences, appropriate match of student and volunteer, and materials and responsibility assigned to the volunteer.

Components of an effective volunteer program should include the following:

- Purpose of the program
- Techniques for preparing the volunteer
- Integrating volunteers into classroom management
- Communicating with the volunteer
- Thanking the volunteer
- Evaluation or assessment of the program

### **What teachers need to know**

Florida statutes are very specific about the legal responsibility of the school and teachers working with volunteers. Please see the *Policies, Procedures, and Practices* section of this handbook.

Volunteers serve as a positive role model as they assist students academically, using curriculum-based materials provided by the teacher. An on-going volunteer/student relationship under the guidance of the teacher offers an excellent opportunity for student growth. Providing a student with a one on one relationship with a volunteer is one way to enhance the student's self-concept and motivation. Volunteers may not establish educational objectives or make decisions regarding instructional objectives.



# Essential Points For Teachers

## Do's and Don'ts for Working with School Volunteers

### Do

- ✓ Develop awareness about how to use volunteers.
- ✓ Assess your needs.
- ✓ Request a volunteer for your classroom.
- ✓ Orient the volunteer to your classroom procedures.
- ✓ Take time to know your volunteer.
- ✓ Match the volunteer's interest and skill with need.
- ✓ Make volunteers feel welcome.
- ✓ Confer often with volunteer.
- ✓ Plan days and time to work in the classroom.
- ✓ Be generous in offering encouragement and support.
- ✓ Supply materials appropriate for lessons.
- ✓ Be honest and open in talking over small problems
- ✓ Give volunteers proper notice of schedule changes.
- ✓ Prepare student to work with volunteers.
- ✓ Provide tour of your classroom, if necessary.
- ✓ Show learning centers, equipment, if necessary.
- ✓ Allow your volunteer to ask questions freely.
- ✓ Share student's progress with the volunteer.

### Don't

- ⊗ Leave volunteers in charge of the class.
- ⊗ Give volunteers more than they can handle in the allotted time.
- ⊗ Expect volunteers to change their schedules without proper notice.
- ⊗ Waste a volunteer's time.
- ⊗ Restrict a volunteer's effectiveness by not providing enough information or instructions.



## Staff Training

Staff training is required every year as one of the criteria for the DOE Golden School Award. You may deliver this “brief course” during a faculty meeting by contacting SERVE to request the current presentation. SERVE will provide you with the presentation and answer any questions you may have prior to presenting. You will send a copy of the sign-in sheet (including school name and date) to SERVE and we will send you a certificate as confirmation of completion. The following are currently available:

- **PowerPoint**

SERVE will provide a PowerPoint of the Staff Presentation upon request. This presentation will provide an overview of volunteer management and policies and procedures to school personnel.

### Ideas for announcements at faculty meetings

- ✓ Indicate support from the administration.
- ✓ Explain what volunteers contribute to the organization and what specific jobs they can do.
- ✓ Ask staff to share success stories about volunteers.
- ✓ Present samples of stereotypical images of volunteers.
- ✓ Tell how to recognize and reward good volunteers.
- ✓ Highlight teacher/volunteer teams that have seen improvement in student academic performance.



## **Teacher/Volunteer Communication**

With genuine sincerity, enthusiasm, and warm communication, the relationship of teachers working with volunteers can be a win-win experience for students, teachers, and volunteers.

A way of supplementing verbal communication is with a teacher/volunteer folder. The folder may include a list of tasks or responsibilities assigned to the volunteer, a copy of the volunteer job description and/or any other information regarding the program or school. Teachers may use this form to direct the volunteer, particularly when working with volunteer tutors.

Teachers are encouraged to communicate with volunteers about the best time and method in which to communicate with them. Volunteers may just want to talk, ask questions about progress, share stories, or require guidance or additional information. Email is a great way to communicate.

# **TRAINING AND VOLUNTEER MANAGEMENT PROGRAM TRAINING – WORKSHOPS - SUPPORT**

## **PROGRAM OVERVIEW**

In 1980, the Hillsborough County School Board asked SERVE about the possibility of starting a volunteer tutoring program. Drawing from members of the school system, business and community leaders, and SERVE board members, a committee was formed to explore the possibility. Through the committee SERVE wrote a proposal for an Educational Improvement grant from the Florida Department of Education. The Tutor Program has grown from just six schools to all schools in the district.

Today, the “Tutor Program” is known as the “Training and Volunteer Management Program”. The Program consists of four components:

- *Tutor Program*
- *Parent Workshops*
- *Volunteer Support*
- *Special Programs*

Training and support is provided to ensure a rewarding experience for the volunteer, the school and the student.

*Tutor Program* focuses on volunteers who want to assist by providing individual attention to students who attend Hillsborough County Public Schools. The Tutor Program provides the following training opportunities:

- General Tutor Training – K-12
- Building Better Readers Tutor Training – K-3
- Cross-Age Tutor Training - Students
- Department of Adult Education Orientation Session

*Parent Workshops* are offered to assist parents in their efforts to effectively work with their children at home in reading. The workshops are offered as follows:

- Elementary Reading Workshop (offered in English and Spanish) – K-2
- Elementary Reading Workshop II (includes myON and InSync) – K-3

*Volunteer Support* provides support for the district by offering:

- School-based Staff Volunteer Management Training
- Volunteer Training/Orientation – K-12
- Volunteer recruitment, training and placement

*Special Programs* provides support for the district by offering:

- Building Better Readers Community Volunteer Program
- VPK Summer Reading Buddies Volunteer Program (High School Students)
- Community volunteer recruitment, training and placement

# **TRAINING AND VOLUNTEER MANAGEMENT PROGRAM**

## **TUTOR PROGRAM**

The Tutor Program continues to impact the lives of the young students served. In most cases, dramatic improvements are made in academics and behavior after a child has participated in the program. However, the greatest change may be in those areas most difficult to measure; areas such as self-esteem and confidence:

*"If I didn't understand something, she kept helping me until I did understand it."*  
- Student

*"Please keep my tutor for next year. He helped me more than anyone else."*  
- Student

The child is not the only one who benefits from volunteer tutoring. Volunteers receive a sense of accomplishment and pride in knowing that they have contributed to the success of a child. Also, tutors serve as a strong positive role model for children, the effects of which will last a lifetime. Teachers also benefit from having tutors in the classroom. Tutors allow teachers to give more personalized attention to students and help to alleviate behavioral problems in the classroom.

*"I watched a very insecure unmotivated young lady blossom and begin to volunteer answers. It has been the most rewarding experience of my adult life. I feel worthwhile."*

- Tutor

*"It is very good for students to realize that others such as business people are so interested and concerned about education. Our teachers are encouraged by having community people who are supportive rather than critical."*

- School Administrator



# **TRAINING AND VOLUNTEER MANAGEMENT PROGRAM**

## **TUTOR PROGRAM**

### **WHO ARE SERVE TUTORS?**

- parents and community members
- retirees
- corporate and business representatives
- college students
- high school students
- individuals with special expertise

### **WHAT ARE THE QUALIFICATIONS?**

- a positive attitude
- enthusiasm for working with students
- the ability to work cooperatively with school personnel
- good communication skills
- good moral character
- regular attendance
- commitment to the student and the program

### **WHAT TRAINING IS REQUIRED?**

- Tutors attend a one-time session which:
  - presents the purpose of the program
  - describes the role of the tutor
  - provides specific training in the curriculum/basic skills areas
  - explains policies and procedures
- Additional curriculum and/or age-level training may be required

### **TUTORS ARE NEEDED**

- to encourage and give individual help to students
- to help students develop a more positive attitude toward academic achievement
- to serve as a positive role model for students

# **TRAINING AND VOLUNTEER MANAGEMENT PROGRAM**

## **Tutor Job Description**

- Objective:** To reinforce achievement for K-12 students of average ability who require personal assistance by tutoring one-on-one or small groups in assigned academic areas.
- Supervisor:** School SERVE Coordinator or Volunteer Coordinator and classroom teacher
- Responsibilities:** Tutor agrees to:
- Complete application process and required training.
  - Commit to a regular schedule for tutoring and notifying school contact if unable to make a session.
  - Assist with learning as assigned by teacher including, but not limited to tasks such as:
    - ✓ Conducting reading specific lesson plans
    - ✓ Working on math skills
    - ✓ Re-teaching a lesson not mastered
    - ✓ Practicing study skills
    - ✓ Assisting with test preparation
    - ✓ Providing help with written expression
    - ✓ Assisting with make-up or missed work
    - ✓ Spelling and vocabulary word drills
  - Establish and maintain regular communication with classroom teacher.
- Training:** Attend Volunteer Orientation, Tutor Training and/or Building Better Readers Training provided by SERVE Training and Volunteer Management Program. School-based training provided by designated school personnel can be substituted.
- Commitment:** Commit to tutor a minimum of once per week, at a specified time, for a minimum of one academic term. One hour per week is recommended. Tutoring sessions are normally held during regularly scheduled school hours.
- Conferences:** Attend periodic conferences with classroom teacher as requested by tutor or teacher.

# **TRAINING AND VOLUNTEER MANAGEMENT PROGRAM**

## **TRAINING – WORKSHOPS - SUPPORT**



### **General Tutor Training Workshop**

The General Tutor Training workshop is designed for all volunteer tutors working in grades K-12. Tutors provide concentrated, continual remediation to the average student who is having difficulty in particular subject areas. The SERVE Training and Volunteer Management team can provide a one-hour basic volunteer tutor training. This presentation gives an overview of what it means to be a volunteer tutor. The training class provides information on school procedures, policies, and guidelines as well as the importance of building a relationship with a child. Good communication skills, volunteer benefits and liability, and reading and math strategies for K-3 students are also discussed in the workshop.



# **TRAINING AND VOLUNTEER MANAGEMENT PROGRAM**

## **Building Better Readers Tutor Training**

The Building Better Readers training was developed in order to assist school and community reading volunteers in their efforts to effectively tutor young children.

### **Goals of the Training**

The goal of the Building Better Readers training is to provide tutors with:

- Strategies and techniques to use during a tutoring session with specific recommended activities
- A resource for tutoring activities and ideas

### **Expectations of Tutors**

Experience shows us that consistency and commitment combined with preparation and a strong relationship are the key ingredients to a successful tutoring experience. At minimum, SERVE suggests the following expectations for tutors:

- Commit to tutoring for 30 minutes once or twice a week for a minimum of a school grading period
- Plan ahead for tutoring sessions using the planning tool provided in the Building Better Readers Handbook

### **Benefits of Tutoring**

- The child enjoys a one-on-one relationship with a caring adult
- The child receives individual support which can help to improve the confidence level of a struggling reader
- The personal attention of a literate adult can help to foster a love and enthusiasm for reading.

# **TRAINING AND VOLUNTEER MANAGEMENT PROGRAM**

## **Cross-age Tutor Training**

Cross-age tutoring is a unique experience that allows older students to tutor younger students. Cross-age tutors help with many different subjects, including math, reading, writing, and science. Cross-age tutors come from all different backgrounds and skill levels. Tutors need not be “the cream of the crop”; they simply must have an interest in helping younger students. Cross-age tutoring also provides students with the opportunity to meet their requirements for scholarships and service clubs. This program is a Hillsborough County School District approved community service opportunity.

Training for cross-age tutors to work with younger students in reading can be scheduled by contacting the Training and Volunteer Management Program at SERVE. Cross-age tutoring benefits both the younger student and the tutor.

Here is what some participants have to say:

***“I love to see my buddy read and we pick out fun books and we take turns reading.”***

*Cross Age Tutor – Mary Bryant Elementary*

***“I like it because I like helping first graders to read more fluently and at higher levels. I think it prepares them for second grade.”***

*Cross Age Tutor – Lincoln Magnet Elementary*

***“I like it because I love having someone that listens my books and likes them.”***

*Reading Buddy - Pizzo Elementary*

***“This program is amazing as it builds self-esteem for both the tutors and his/her buddy. Great leadership skills are learned by the tutor as well.”***

*Teacher – Deer Park Elementary*

***“Wonderful program! My students enjoy this time and have developed as readers and socially.”***

*Teacher – Lincoln Magnet Elementary*

# **TRAINING AND VOLUNTEER MANAGEMENT PROGRAM**

## **Parent Workshops**

### **Elementary Parent Reading Workshop**

This workshop was developed to assist parents in their efforts to effectively work on reading skills with their children in grades K-3. The goal of the “Building Better Readers Parent Reading Workshop” is to provide parents with an increased understanding of how young children develop literacy. The training provides enhanced strategies for working with young readers, a balanced format for reading with children and a handbook filled with literacy activities and games.

SERVE Training and Volunteer Management Program members can provide the one-hour workshop. Scheduling is recommended throughout the school year and highly encouraged for spring months to encourage parents to continue reading with their children over the summer.

### **Elementary Parent Reading Workshop II**

This workshop will cover the same material as mentioned in the Elementary Parent Reading Workshop with an added hands-on component of introducing and demonstrating myON reader and InSync.

*\*All Parent Reading Workshops are available in Spanish upon request.*

# **TRAINING AND VOLUNTEER MANAGEMENT PROGRAM**

## **Volunteer Training/Orientation**

The Volunteer Training is designed for all volunteers. This presentation is designed to work in conjunction with volunteer orientations, volunteer breakfast or general volunteer meetings. The training will address policies and procedures as it relates to anyone that wishes to volunteer in our schools. A member of the SERVE Training and Volunteer Management Program provides this 30-minute presentation.

*\*This presentation is available to be sent to the school upon request. Presentation must be presented by an administrator or assigned school faculty member.*

## **Staff Presentation**

Staff training is required every year as one of the criteria for the DOE Golden School Award. The SERVE Staff Presentation provides an overview of SERVE programs, policies and procedures for school personnel, volunteer management, and current information on the volunteer application process. This brief 15-20 minute PowerPoint presentation is presented by an administrator or assigned person at your site during a faculty meeting. Presentation is available to be sent to your school upon request.

# **TRAINING AND VOLUNTEER MANAGEMENT PROGRAM**

## **Community Volunteer Program**

The SERVE Training and Volunteer Management Program recruits volunteer tutors throughout the local community. Training sessions are held in various locations around Hillsborough County, and potential volunteers are matched with schools that express a need, and are convenient to volunteers' homes or work sites.

The following procedures are used in placing community volunteers in a school:

- SERVE Volunteer Application Form is completed. The background screening is completed by the SERVE staff as per District guidelines. The SERVE Coordinator is notified in the event an offense is discovered.
- New volunteer is interviewed and volunteer orientation and/or tutor training is scheduled.
- Following training, SERVE assist in matching the volunteer with a school.
- SERVE contacts SERVE Coordinator at selected school with information, and forwards a copy of the Volunteer Application to the school. The volunteer is given the name of the SERVE Coordinator and school phone number.
- The SERVE Coordinator contacts the new volunteer and schedules a meeting to orient the volunteer to school procedures and discuss tutor placement and schedule. The SERVE Coordinator also introduces volunteer to supervising classroom teacher.
- Tutor follows all school policies, procedures, and practices', including signing in and out each time a tutoring session is held.
- Tutor maintains communication with classroom teacher.

# SPEAKERS BUREAU



Competition for a child's attention in today's world makes live classroom presentations an indispensable teaching tool and a welcome complement to most curricula. SERVE's Speakers Bureau taps the life experiences and expertise of volunteers who provide an endless list of topics from which teachers may choose and students may benefit. Classroom speakers enrich all areas of the curriculum and ensure a rewarding and educational experience for students and the school.

SERVE's Speakers Bureau consists of four components:

**Educational Programs** are offered by local agencies and organizations that provide educational outreach programs with speakers to Hillsborough County Public Schools. These programs correlate with grade-level curriculum, have been approved by the district and are offered during school hours.

**Individual Speaker Requests** are generated from teachers who would like speakers on a particular topic or subject matter. Classroom speakers cover a wide range of topics that enhance educational content delivered in the classroom.

## **Seasonal Events:**

- **Veterans Observance Week** November 10, 12, 13 & 14, 2014 shows reverence to Veterans and active military. Speakers are scheduled, upon request, in middle and high schools to talk about a variety of topics related to the military and character education.
- **Great American Teach-In** November 20, 2014 - seeks parents, business partners and other volunteers to talk about their careers, hobbies and skills. These presentations reinforce the importance of education for success in any career.
- **Law Week** (April/May 2015) is designed to educate students on various aspects of the legal system. Activities include Mock Trials and Courthouse Tours for Elementary schools and Classroom Speakers for middle and high schools. In addition, the Art and Peer Mediation Contests are extended to all students based on the theme set forth by the American Bar Association each year.

**Post-Secondary Proprietary Schools** are institutions and colleges that offer presentations about career planning and post high school options to middle and high school students. These schools register each academic school year by signing an agreement to abide by district's policies regarding student confidentiality and advertising. An updated listing is posted on the SERVE website monthly.



**2014-2015**

## **Speakers Bureau Topics**

Teachers can enhance their lesson plan by utilizing classroom speakers. When making a request, consider what students are expected to learn from the presentation. Requests can be modified to meet specific classroom needs and student populations.

### **A**

Abstinence  
Abuse  
Accounting  
Adoption  
Advertising  
African-American History  
Aging  
Agriculture  
AIDS/HIV  
American Red Cross  
Anger Management  
Animal care  
Architecture  
Art  
Asthma/Allergy  
Athletics  
Attorney  
Author  
Automotive  
Aviation

### **B**

Banking  
Bankruptcy  
Baseball  
Biology  
Blood Bank  
Boats  
Book Talk (grade 6-12)  
Braille  
Budgeting  
Bullying  
Business

### **C**

Cancer  
Careers

Cats (Exotic)  
Cerebral Palsy  
Character Development  
Child Abuse  
Child Birth/Care/Safety  
Childhood Obesity  
Civil Rights  
College Preparation  
Communication  
Computers  
Conservation (energy & water)  
Conflict Resolution  
Construction/Carpentry  
Cosmetology  
Counseling  
CPR  
Credit  
Crisis Center  
Culinary Arts  
Cultural Diversity  
Cyber Safety

### **D**

Dating  
Deaf  
Decision-making skills  
Dental Health  
Depression/Bipolar  
Dermatology  
Diabetes  
Disability Awareness  
Disaster Preparedness  
Disease Prevention  
Diversity  
Dog Safety/Grooming  
Domestic Violence  
Douglas  
Dress for Success  
Driving

### **E**

Ecology  
Economics  
Education  
Elections  
Electrical  
Emergency Management  
Employability Skills  
Engineer  
Entrepreneurship  
Environmental Education  
Epilepsy  
Etiquette  
Event Planning  
Exercise

### **F**

Family Services  
Fashion  
FBI  
Financial Literacy  
First Aid  
Fisheries  
Fitness  
Food  
Foster Care  
Fraud

### **G**

Genetics  
Genocide  
Germs  
Gerontology  
Global Warming  
Goal Setting  
Government  
Graphic Arts  
Guardianship

## **H**

Handicap Awareness  
Health  
Healthy Relationships  
Hearing Impaired  
Heart  
Hispanic Heritage  
History  
Hockey  
Holocaust  
Homelessness  
Hospice  
Hospitality  
Human Sexuality  
Hygiene

## **I**

Income Tax  
Insurance  
Interior Design  
Internet Safety  
Interpreters  
Interviewing  
Investments

## **J**

Jail  
Journalism  
Juvenile

## **K**

Karate  
Kidney Disease

## **L**

Landscaping  
Latin  
Lawyer  
Law Enforcement  
Leadership  
Library  
Litter Prevention

## **M**

Manatees  
Management  
Marine Biology  
Marketing  
Martial Arts  
Massage

Mechanic  
Media  
Mediation  
Medical  
Mental Health  
Military  
Mortgages  
Mosquitoes  
Motivation  
Music

## **N**

NOPE  
Nursing  
Nutrition

## **O**

Optometry  
Organ Donor  
Organization

## **P**

Parenting  
Peer Pressure  
Pet Care  
Pharmacy  
Photography  
Pilot  
Plants  
Podiatry  
Pollution-air, land, water  
Post Office  
Prison  
Public Speaking

## **Q, R**

Radio  
Reading  
Real Estate  
Recycling  
Relationships  
Retail  
Ronald McDonald®

## **S**

Safety  
Sanitation  
Science  
Seizures

Self Esteem  
Service Dogs  
Sign Language  
Skin Care  
Small Business Information  
Smoking  
Soccer  
Social Media  
Spanish  
Sports  
Stocks & Bonds  
Storytelling (grades K-5)  
Storm water Ecology  
Study Skills  
Suicide Prevention

## **T**

Taxes  
Teen Pregnancy  
Television  
Therapy Dogs  
Theatre  
Time Management  
Tourism  
Trauma  
Transportation  
Trucks  
Turtles

## **U-V**

Veteran  
Veterinarian  
Vietnam  
Volunteer Management  
Voting (off season)

## **W**

Water Pollution  
Water Safety  
Watersheds  
Web Design  
Wellness  
Wetlands  
Writing

## **XYZ**

Yoga  
Youth





## Speakers Bureau

### 2014-2015 PROGRAMS\*

\*See Program Descriptions on the following pages

#### Elementary (grade)

American Red Cross  
 Aviation Education (4-5)  
 Be Our Best (K-5)  
 Big Cat Rescue  
 Bullying  
 Childhood Obesity  
 Dog Safety  
 Financial Literacy  
 Hockey-Reading (K-3)  
 Library-Storytelling  
 Litter Prevention  
 Manatee Viewing Center  
 Mosquito Control  
 Motivation  
 Nutrition  
 PAWS for Friendship  
 Paws to Read  
 Recycling  
 Ronald McDonald (1-4)  
 Stormwater Ecology (3-5)  
 Transportation  
 Turtles  
 Water pollution (4-5)

#### Middle School

AIDS  
 Adoption  
 American Red Cross  
 Aviation Education  
 Big Cat Rescue  
 Bullying  
 Crisis Center  
 Defeat Diabetes  
 Derrick Brooks Charities  
 Youth Programs  
 Dog Safety  
 Financial Literacy  
 Holocaust Museum  
 Latin  
 Library-Book Talk  
 Litter Prevention  
 Manatee Viewing Center  
 Mosquito Control  
 Motivation  
 PAWS for Friendship  
 Post-Secondary  
 Proprietary Schools  
 Recycling  
 Stormwater Ecology  
 Transportation  
 Turtles  
 Water Pollution

#### High School

Abstinence/AIDS  
 Adoption  
 American Red Cross  
 Aviation Education  
 Big Cat Rescue  
 Bullying  
 Credit Abuse  
 Crisis Center  
 Defeat Diabetes  
 Derrick Brooks Charities  
 Youth Programs  
 Dog Safety  
 Financial Literacy  
 Holocaust Museum  
 Latin  
 Library-Book Talk  
 Litter Prevention  
 Mosquito Control  
 Motivation  
 PAWS for Friendship  
 Post-Secondary  
 Proprietary Schools  
 Stormwater Ecology  
 Transportation  
 Turtles  
 Water pollution

***Please complete a speaker request form to schedule a presentation with at least 4 weeks advance notice.***

**For more information, contact:**

Crystal Russell

E-mail: [Crystal.Russell@sdhc.k12.fl.us](mailto:Crystal.Russell@sdhc.k12.fl.us)

PHONE: 813-872-5254 Ext. 227

Website: [www.servevolunteers.org](http://www.servevolunteers.org)

School Mail Route 1

FAX: 813-673-4577

## **Program Description\*\***

\*\*Most presentations last 30-45 minutes unless otherwise noted.

**ABSTINENCE** encourages teenagers to make healthy and informative choices about his/her sexuality and to also understand that sexual involvement has consequences to their physical and emotional well being. This program provides 3-5 day presentations to **high school** students. Teachers are given an opt-out form to inform parents about this presentation.

**ADOPTION AND FOSTER CARE** is presented by the Catholic Charities Diocese for **middle and high school** students. An interactive discussion includes details about different types of Adoption and the Foster Care system.

**AMERICAN RED CROSS** offers a variety of educational programs to **Elementary, Middle and High School** classes. Topics include CPR, First Aid and Disaster Preparedness. Additional topics for Elementary are Water Safety and Disease Prevention, Healthy Living Habits and Stranger Danger.

**AVIATION** education is offered by the **Aviation Authority/Tampa International Airport**. Presentations available are African-American aviation history, careers in aviation and airport jobs for **4<sup>th</sup> – 12<sup>th</sup> grade classes**.

**BE OUR BEST** programs are presented by St. Joseph's Children's Advocacy Center. **I Can Eat a Rainbow** (PreK & K) is 30 minutes of activity about understanding the importance of eating healthy. **Germaine the Germ Thing** (K & 1<sup>st</sup>) is a 30 minute presentation with an emphasis on proper hand washing techniques. **Body Safari** (2<sup>nd</sup> & 3<sup>rd</sup>) takes students on a 60-minute journey through the human body and explores how organs work together. **Mission Nutrition** (4<sup>th</sup> & 5<sup>th</sup>) is a 60 minute program that helps students identify healthy eating habits and take responsibility for their food choices.

**BIG CAT RESCUE** offers an educational outreach program for students from **Kindergarten – 12<sup>th</sup> grade**. This PowerPoint presentation shows how big cats make bad pets as well as them being very dangerous and wild animals. The speaker does not bring animals.

**BULLYING** remains to be an issue that many schools are constantly addressing. Speakers are available for all grade levels. Presentations on this topic are offered by *Derrick Brooks Charities Youth Programs* and *The Crisis Center of Tampa Bay*.

**Childhood Obesity** – Developing healthy habits have become one of the major concerns for children from 6-11 years old. Fitness One American is available to schools in the areas of Valrico, Brandon, Palm River, Progress Village, Riverview, Apollo Beach, Ruskin and Wimauma. Presentations are scheduled on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday monthly in the afternoon. This athletic trainer demonstrates how to do freestyle exercises when machinery is not available.

**Credit Abuse Resistance Education** explains credit traps and other forms of consumer lending to **high school and adult** students. A 45-minute PowerPoint presentation is presented by local federal judges and attorneys affiliated with the Tampa Bay Bankruptcy Bar Association.

**CRISIS CENTER of Tampa Bay** offers programs about child abuse prevention, healthy relationships and life saver skills (suicide prevention) and mental health. Other topics include traumatic experiences, family violence and bullying prevention. Presentations are available to **middle and high school** classrooms.

**DEFEAT DIABETES Foundation** provides awareness about how Diabetes affects your body and ways to prevent it through fitness and nutrition. This program is available to **middle and high schools**.

**DERRICK BROOKS CHARITIES YOUTH PROGRAMS** offer a variety of topics that help deter students from making poor choices. Topics are designed to enhance personal development and motivate students to plan for college. Speakers, available to **middle and high schools**, talk about anger management, bullying, conflict resolution, peer pressure, cultural diversity, self-esteem and decision-making skills. *Topics for high schools only are Employability Skills Training and Gang Prevention Education.*

**DOG SAFETY** educates K-12 classes on how to act around dogs and the responsibilities of training and pet ownership. The speaker brings a dog to the presentation (upon approval).

**FINANCIAL LITERACY** presentations are available for **elementary, middle and high schools**. Topics include intro to money, saving and spending, credit, how to purchase a car, insurance (auto/home/life/health), predatory lending (buy here-pay here) and other related topics.

**HOCKEY – Score with Reading** is offered by the Lightning Foundation for 1<sup>st</sup> – 3<sup>rd</sup> grade students. This 30-minute student assembly-style presentation reads a hockey-related children’s book, “The Magic Hockey Stick” that emphasizes the importance of reading.

**HOLOCAUST MUSEUM (Florida)** has partnered with SERVE to offer a unique experience that can be brought to the classroom, either in person or via Skype. Speakers are Holocaust survivors or their children (Second Generation). This 45-minute free program is available to middle and high school classes about the history of the Holocaust, other genocides and related topics.

**LATIN** presentations on numbers, colors and poetry are available to **middle and high school students**. The actual presentation is done **in Latin**.

**LIBRARY (TAMPA-HILLSBOROUGH COUNTY)**

Elementary – Storytelling

Middle & High School - Book Talk

**LITTER PREVENTION**

**Keep Tampa Bay Beautiful** offers interactive programs for all grade levels on Litter Prevention, Waste Reduction, Recycling, Conservation and Beautification. The following grade level programs are only offered on Tuesday mornings and all day on Thursdays:

“Wonderful Wonderful Watershed (K-4)

“Pete the Pelican Pirate Treasures Tampa Bay” (K-5)

“Let’s Put Waste in its Place” (K-12)

**MANATEE VIEWING CENTER (TECO)** offers 30-45 minute interactive presentations (from November to May) about Manatees, their habitat, eating habits and why they need warm water for survival. Availability is limited to **elementary** and **middle** schools in the areas of Brandon, Seffner, Mango, Temple Terrace, Palm River, Riverview, Apollo Beach, Gibsonton, Ruskin and Wimauma.

**MOSQUITO CONTROL** has a 30 minute interactive program that explains ways to reduce and control mosquito populations around homes to **grades K-12**. This presentation includes visuals of an extensive mosquito display, mosquito lifecycle and different types found in Hillsborough County. This presentation also explains how ground equipment and aircraft is used to spray for this insect.

### **MOTIVATIONAL SPEAKERS**

The following topics are available to **Elementary, Middle and High Schools**:

- ▶ making good choices
- ▶ life skills that encourage students to be self-reliant problem solvers
- ▶ staying focused and thinking ahead
- ▶ the importance of education
- ▶ self-esteem, setting goals and how to communicate effectively
- ▶ unlocking your potential from within

**POST-SECONDARY PROPRIETARY Schools** are colleges and institutions that are required, by the district, to register through SERVE. These schools are acknowledged on a list updated regularly for middle and high schools to schedule. They offer presentations about various careers and post high school options. Please contact SERVE or refer to the updated listing on SERVE's website before scheduling.

**PAWS for Friendship, Inc.** is a 30-60 minute program that introduces students to certified therapy pets. **Middle and high school** topics include dog safety and service dogs vs. family pets.

**PAWS to Read** is a 30-60 minute program designed to improve literacy skills among **elementary students** pending approval by the Principal. This program helps to boost self-esteem and confidence among struggling readers.

**RONALD McDONALD®** offers a 30 minute program about fitness and nutrition. He suggests that students in **1<sup>st</sup> – 4<sup>th</sup> grade** learn the importance of Practice, Patience and Persistence. This program requires a minimum of 100 students per session.

**STORMWATER ECOLOGY** is an interactive program that displays a tabletop model highlighting how storm water moves through our community and also identifies the causes and prevention of water pollution. This 45 minute program is available to **3<sup>rd</sup>-12<sup>th</sup> grade** classes.

**TRANSPORTATION** – Hillsborough Area Regional Transit Authority (HART) offers a 30-45 minute interactive program for **4<sup>th</sup> – 12<sup>th</sup> graders** about public transportation. Activities include a coloring exercise (for elementary) and mapping routes to different points of interest. Additional topics are careers in transportation, going green and a cost analysis of driving vs. public transportation.

**TURTLES** – The Tampa Bay Green Consortium is an environmental program that focuses on Sea Turtle Conservation and marine debris. The Sea Turtle Consortium follows 11 Turtles for three months, using satellite-tracking technology, as they travel from their nesting beaches to unknown feeding grounds. Teachers have free access to educational materials for environmental lesson plans. Other topics are ocean acidification, ocean foodwebs, ocean zones and ocean exploration.

# **Programs to contact directly for scheduling**

## **Fire & Rescue**

### **HILLSBOROUGH COUNTY FIRE & RESCUE**

For County Schools call 744-5541

**Requests are to be made 30 days in advance.**

### **TAMPA FIRE DEPARTMENT & EMS –**

For City schools K-5<sup>th</sup> grade

Contact the Public Education Office at 274-8241.

**Requests are to be made 30 days in advance.**

## **Law Enforcement**

### **HILLSBOROUGH COUNTY SHERIFF'S DEPARTMENT**

Visit website to access request form

<http://www.hcso.tampa.fl.us/>

Click on A-Z Directory and scroll down to Community Outreach Division

Click on Community Outreach Request Form

### **NOPE - Narcotics Overdose Prevention and Education**

Michele Philips 813-340-1862

NOPE Task Force Hillsborough County

E-mail: [NOPEHillsborough@gmail.com](mailto:NOPEHillsborough@gmail.com)

[www.nopetaskforce.org](http://www.nopetaskforce.org)

### **TAMPA POLICE DEPARTMENT**

813-276-3200

## **Meteorologist**

Contact the television station of your choice for procedures to request a presentation.

## **MORE HEALTH®**

813-287-5032

- Kindergarten – The Five Senses, Poison Prevention 1
- Grade 1- Bicycle & Pedestrian Safety, Bones 1, Dental 2, Personal Hygiene
- Grade 2- Dental II, Bones II, Personal Hygiene
- Grade 3- Firearm Safety 1, Poison Prevention 2, Nutrition
- Grade 4– Heart, Skin Cancer Prevention
- Grade 5- Brain, Safety and First Aid
- Middle School- Teen Pregnancy Prevention, Firearm Safety, Fitness/Nutrition/Bones
- High School – HIV/AIDS and Hepatitis, Nutrition/Fitness, Trauma, Organ Education



## **Speakers Bureau**

### **Classroom Speakers Request Procedures**

SERVE **MUST** receive information in writing (Speaker Request Form) in order to process classroom speaker requests efficiently. Please allow a **lead-time of at least 4 weeks for a desired presentation (unless dates are provided)**. The Request form and a menu of programs are available on the SERVE website [www.servevolunteers.org](http://www.servevolunteers.org)

#### **HOW TO REQUEST A CLASSROOM SPEAKER:**

- Obtain a Speaker Request Form and provide detailed information as listed.
- Compare dates of interest with the school calendar to avoid conflicts with activities or other school events planned.
  - a. Please **do not** schedule speakers with a substitute teacher or assume speaker can stay all day.
  - b. Provide at least three (3) alternate dates for request (if possible).
- Send request to SERVE through e-mail, school mail or fax to 813-673-4577.
  - a. Teachers should consult with their SERVE Coordinator to review for appropriateness and scheduling conflicts with the school's master calendar. The SERVE Coordinator should sign off on all request cards before submitting to SERVE.
- The SERVE Coordinator and the requesting teacher will receive a Confirmation once the presentation is confirmed. If a request cannot be filled, the SERVE Coordinator and the requesting teacher will be notified.

## CONFIRMATION:

The following guidelines are designed to ensure that the speaker's visit is very educational. **Please remember that SERVE volunteers are just that – volunteers.** Many of them receive no financial compensation and travel countywide at their own expense. Please review the following pointers once a confirmation is received by SERVE's Speakers Bureau

- **Advise the Principal of all classroom presentations** and place confirmed activity on the school calendar.
- **Review guidelines** to learn about what is expected from the teacher AND the speaker.
- Prepare the class for the subject matter of the presentation.
- Notify and remind the front office staff that a speaker is scheduled for your class on the day of the presentation. Very often, speakers are turned away due to this lack of communication.

## CANCELLATION, RESCHEDULING or ADDING CLASSES

- If you must cancel or reschedule, **contact the speaker immediately** from information provided on the confirmation. At that time, consider rescheduling the presentation for another day.
- Please notify *the speaker* if the group size or the number of presentations change.

## CONTACT THE SPEAKER

- Make contact with the speaker (or the speaker MAY NOT SHOW UP) at least 1 week prior to the scheduled presentation to confirm:
  - a. The need for any audio-visual equipment.
  - b. Clarify directions to school, parking, and location of main office.
  - c. Provide information about the class, level of knowledge, and what students are expected to learn.
  - d. Review date/time of presentation and information for introduction to class.

## **DURING THE PRESENTATION:**

- **The speaker is never to be left alone with the class.** The teacher must maintain control of the class and handle any disruption by students. The speaker may choose to leave if the class becomes too disruptive or inattentive.
- The teacher acts as a facilitator by encouraging classroom participation (when needed) and help the speaker adjust the presentation to how it relates to their particular area of study.
- The teacher should be prepared to intervene if the presentation is inappropriate or violates School Board policies. Intervention may range from making a suggestion to ending the presentation. Please notify the SERVE Coordinator AND SERVE about any improper behavior.

## **FOLLOW-UP**

- **IMPORTANT:** Please provide feedback about the speaker to SERVE. This information is vital to maintaining the integrity of SERVE speakers.
- Thank you notes from the class are encouraged and may be sent directly to the speaker. This added jester not only means a lot to the volunteer, but also provides excellent training in common courtesy and letter writing skills.



# **SERVE**

## **Guidelines for TEACHERS**

**CALL THE SPEAKER – The Speaker may choose not to show up if not contacted.**

- Clarify directions to the school, parking, location of main office, etc.
- Confirm the date and time of the presentation.
- Discuss goals for the presentation and how reinforcement of lesson plans can be incorporated.
- Share information about class level, attention span, and participation expectations.
- Review audio visual or other equipment needs.
- **CALL THE SPEAKER TO RESCHEDULE** if there is a scheduling conflict or the need to cancel a presentation.

### **HOSTING THE SPEAKER**

- Handle disciplinary issues and be involved in the presentation.
- Stay in the classroom and be prepared to intervene if the presentation is inappropriate.
- Thank the speaker by writing a letter/note. Or perhaps have students write thank you letters as part of a writing exercise.
- Provide feedback to SERVE about the presentation.

### **SCHOOL BOARD GUIDELINES/POLICIES**

- The teacher should intervene if the presentation is inappropriate or violates School Board policies and guidelines. Intervention may range from making a suggestion to the speaker, to ending the presentation. Notify the SERVE Coordinator and the SERVE office of any impropriety.
- **Promotion of the speaker's business, distribution of advertising, collection of students' personal information or using surveys that relate to sexuality, drug use or any illicit activity is prohibited.**
- Advocating a particular political, religious or viewpoint about alternative lifestyles is not allowed.
- All materials and presentations must be culturally sensitive and appropriate.
- Judgmental beliefs should not be expressed in sensitive areas.
- District or school site administrators must approve instructional materials, for distribution, on all topics.
- Appropriate attire and language are always required.

# **SERVE**

## **Guidelines for SPEAKERS**

### **PRE-VISIT CONTACT WITH THE TEACHER**

If you don't hear from the teacher (or school contact), call him/her or the SERVE Coordinator at the school. Contact information is provided on the confirmation sheet. Discuss the following points during your pre-visit phone call with the teacher:

- Clarify directions to the school, parking and location of the main office.
- Confirm the date and time of the presentation.
- Discuss the teacher's goals for the presentation and how reinforcement of lesson plans can be incorporated.
- Review audio-visual or other equipment needs.

### **REMEMBER TO:**

- Allow at least 15 minutes for signing in at the main office and getting to the classroom.
- Notify the **Teacher/School Contact or SERVE Coordinator** as soon as possible if you must cancel or reschedule.
- Provide feedback to SERVE about your experience.

### **TEACHER'S ROLE DURING THE PRESENTATION**

- The teacher must stay in the classroom during the presentation.
- The teacher should handle disciplinary issues.
- The teacher has been instructed to intervene if he/she feels that your presentation violates the guidelines listed below.

### **HILLSBOROUGH COUNTY SCHOOL BOARD GUIDELINES and POLICIES**

- Promotion of your business, distribution of advertising or collection of students' names, addresses or phone numbers is prohibited.
- Advocating a particular political or religious viewpoint or alternative lifestyle is not allowed.
- Requesting personal information from students or using surveys that relate to sexuality, drug use of any illicit activity is prohibited.
- Your materials and presentation must be culturally sensitive and appropriate.
- Information presented to students should be accurate and not distorted to bias a particular point of view.
- Instructional materials, for distribution, on all topics must be approved by a school site administrator.
- Appropriate attire and language are required.
- Emphasize respect for laws and values of society.



**Please allow at least 4 weeks per Speaker Request.**

School Mail Route 1  
(813) 872-5254  
Fax – 813-673-4577

TEACHER (first and last name)		SCHOOL	RTE #	SCHOOL PHONE	FAX
SERVE COORDINATOR'S SIGNATURE		SCHOOL ADDRESS			
GRADE	CLASS	# OF PRESENTATIONS		# OF STUDENTS PER SESSION	
SUBJECT REQUESTED – <u>ONE PER CARD</u> (be specific)					
WHAT DO YOU WANT THE STUDENTS TO LEARN					
DATE REQUESTED (first choice)		(second choice)		(third choice)	
TIME(S) REQUESTED Beginning/Ending:					

**Resources: (OFFICE USE ONLY)**

1)	Ph:	1)	2)	3)	CONFIRMED SPEAKER: DATE and TIME:
2)	Ph:	1)	2)	3)	NAME:
3)	Ph:	1)	2)	3)	ADDRESS:
Request Status:	FILLED	UNFILLED	REFERRED		PHONE / EMAIL
	EQUIPMENT NEEDED:				



**Please allow at least 4 weeks per Speaker Request.**

School Mail Route 1  
(813) 872-5254  
FAX 813-673-4577

TEACHER (first and last name)		SCHOOL	RTE #	SCHOOL PHONE	FAX
SERVE COORDINATOR'S SIGNATURE		SCHOOL ADDRESS			
GRADE	CLASS	# OF PRESENTATIONS		# OF STUDENTS PER SESSION	
SUBJECT REQUESTED – <u>ONE PER CARD</u> (be specific)					
WHAT DO YOU WANT THE STUDENTS TO LEARN					
DATE REQUESTED (first choice)		(second choice)		(third choice)	
TIME(S) REQUESTED Beginning/Ending:					

**Resources: (OFFICE USE ONLY)**

1)	Ph:	1)	2)	3)	CONFIRMED SPEAKER: DATE and TIME:
2)	Ph:	1)	2)	3)	NAME:
3)	Ph:	1)	2)	3)	ADDRESS:
Request Status:	FILLED	UNFILLED	REFERRED		PHONE / EMAIL
	EQUIPMENT NEEDED:				



Phone: 872-5254      FAX: 673-4577  
SCHOOL MAIL: ROUTE 1

**2014-2015  
CONFIRMATION  
OF  
CLASSROOM SPEAKER**

**SAMPLE**

**SPEAKER INFORMATION**

**Name:** John Doe

**Phone:** (813) 123-4567

**Topic:** per request

**Date:**  
October 1, 2014

**Time:**  
9:00 & 10:05 a.m.

**Number of Presentations:** 2

**Length of Presentation:** 30-45 minutes

---

**SCHOOL INFORMATION**

**School:** K-12 in Hillsborough County  
456 N. Main St.  
Tampa, FL 33123

**School Phone:** (813) 234-5678 Ext. 910

**School Contact/Teacher:** Requesting teacher

**SERVE COORDINATOR:** School personnel appointed by the Principal

**Grade/Class:** K-12/Any Class

**Number of Students:** X# per session OR total number

**NOTE: School & Speaker are to make contact, confirm details of this presentation and review what the students are expected to learn.**

### TEACHER'S EVALUATION OF SPEAKER

School: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Date: \_\_\_\_\_

Presentation Title: \_\_\_\_\_

Speaker: \_\_\_\_\_ Teacher: \_\_\_\_\_

**Rate the speaker's professionalism by circling one number for each item on a 10-point scale (1=low, 10=high)**

	Low	High
Courtesy <b>prior</b> to speaking date (making arrangements, flexibility, courtesy)	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Professionalism <b>on</b> speaking date (timeliness, preparation, engagement with students)	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10

**Rate the speaker's instructional impact by circling one number for each item on a 10-point scale (1=low, 10=high)**

	Low	High		Low	High
Suitability of the topic	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	Class management	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Relevance of topic	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	Student reaction to speaker	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Expertise of speaker	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	Would invite back	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Enthusiasm	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	Would recommend	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10

Comments:

### SPEAKER'S EVALUATION OF TEACHER

School: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Date: \_\_\_\_\_

Presentation Title: \_\_\_\_\_

Speaker: \_\_\_\_\_ Teacher: \_\_\_\_\_

**Rate the teacher's professionalism by circling one number for each item on a 10-point scale (1=low, 10=high).**

	Low	High
Courtesy <b>prior</b> to speaking date (making arrangements, flexibility, courtesy)	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Professionalism <b>on</b> speaking date (greeting, introductions, engagement with speaker)	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Teacher attended the entire presentation	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Teacher respected speaker (refrained from interfering, sidetracking presentation)	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10

**Rate the teacher's preparation for the speaker on a 10-point scale (1=low, 10=high, or NA where applicable).**

	Low	High		Low	High
Preparation of classroom	NA 1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	Facilitation of class entry	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Preparation of equipment	NA 1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	Student preparation (materials)	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Preparation of technology	NA 1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	Courtesy of class	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10

**Rate the overall experience with this teacher and school as a presenter on a 10 point scale (1=low, 10=high).**

<b>Rate the teacher</b>	Low	High	<b>Rate the school (complete only if applicable)</b>	Low	High
Would accept return invitation	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	Would accept return invitation	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Would recommend teacher	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	Would recommend school	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10

Comments:

# PARENT/COMMUNITY INVOLVEMENT

*Who we are....*

The Office of Parent/Community Involvement provides direct support to schools to assist them in providing students/families with information and resources to excel as a successful and responsible citizen by establishing partnerships with parents, schools, and community organizations.

The office of Parent/Community Involvement serves as:

- Entry-point for stakeholders (parents, community organizations, business partners, etc)
- District's liaison to the Hillsborough Education Foundation, SERVE, and other agencies outside of the District.
- Facilitates the District Review Committee.
- Monitors school's compliance with Title I regulations
- Develops and publishes resource
- Provide support for parents and technical assistance to schools
- Flyer Distribution Guidelines and Review

## Websites maintained by the Office of Parent/ Community Involvement

- **Parent/Family and Community Involvement** - The address is: <http://www.sdhc.k12.fl.us/departments/2/parent-and-community-involvement/>
- **District Review**- The District Review process provides a means for an individual, organization, or business entity to submit a proposal or request to *interact with school sites*. *Select the item which* best describes the nature of your proposal. Once you have made your selection, you will be provided with procedures and guidelines to review, complete and submit. The address is: <http://www.sdhc.k12.fl.us/departments/148>

## ACTION PLAN FOR ENHANCING PARENT/ FAMILY ENGAGEMENT (Optional)

### What is Parent/Community Engagement?

A set of activities that a school should consider when developing a parent/community engagement plan. They include but are not limited to those activities that assist parents to develop their capacity to support their child's academic development/achievement including advocacy and collaboration.

- Define expectations for parental involvement.
- Expectations are measurable or quantifiable based on student/family need.
- School must develop a plan for recognizing/reward parents/families.

Can address:

- Entire school population
- Target a very specific population



# School Name

## Help Your Child Achieve A Family Engagement Plan



### *Contract*

---

---

This contract is made among: (**School Name**), parents and students to encourage parent involvement for student success. By signing this contract, parents will be committed to encourage and support their children as they achieve the following goals. Data will be collected and the parents and children that meet each goal will receive (**insert reward**).

Student's name: \_\_\_\_\_

The Goals to **ACHIEVE** are:

Teacher's name: \_\_\_\_\_

- A** Attendance      Students will not be absent more than 10 days throughout the school year. Report cards will be used to monitor absences.
- C** Communication      Parents will have at least 2 conferences (by phone or in person) with their child's teacher throughout the school year as recorded on the report card.
- H** Health      Students will maintain and parents will sign a record of bed time schedule and healthy meals for a one week period during the month of March.
- I** Interest      Parents will sign planners/communication folders weekly and respond to any correspondence from school.
- E** Expectations      Students must be marked satisfactorily on the behavior section of the report card for at least 2 of the 3 grading periods. Satisfactory behavior means no more than 1 behavior indicator on the report card or significant improvement in behavior.
- V** Volunteer      Parent will volunteer for at least one activity throughout the year. Activities may include "Great American Teach-In", sending items to school for supplies, party food, chaperone a field trip, or any other activity where parents can be involved.
- E** Encourage      Students will write how parents celebrate or recognize their efforts. Parents will sign and turn it in to the teacher by (**insert date**).

Research continues to confirm that parents are a vital part of the educational process and of the educational experience of their children. When parents become involved in their child's education and support learning, children will attain a higher level of academic achievement.

Parent Signature \_\_\_\_\_ Student Signature \_\_\_\_\_

## District Awards and Recognition Opportunities:

- **The *Partners in Education Award***  
The purpose of this Hillsborough County Public Schools award is to recognize a community partner that supports our teachers, schools, and families to ensure student success.
- **The *Our School Our Future Award***  
The purpose of this Hillsborough County Public Schools award is to recognize an outstanding school/district administrator that understands the commitment and responsibility to our community where teachers excel and students achieve.
- ***Parent/Community Involvement Award***  
The purpose of this Hillsborough County Public Schools award is to recognize outstanding individuals and/or organizations that support and promote parent involvement initiatives at a specific school site. Multiple awards will be given.
- ***HCPS Lamplight Award***  
The purpose of this Hillsborough County Public Schools award is to recognize an EXCEPTIONAL individual and/or organization that support and promote parent engagement by embracing the district's values that lead to student success.

## Family Resources

- ✓ yOn (Elem and M.S.)
- ✓ Axis 360 (Elem, M.S., H.S.)
- ✓ InSync (MTSS/RTI, Common Core, ESE)
- ✓ Parent University (increased awareness, increased sessions, flexible times, and extended geographic regions)
- ✓ mySPOT
- ✓ Edsby (replaced Edline)
- ✓ 5 Star "Moodle" training
- ✓ TASK Box training
- ✓ Parent Focus Newsletter
- ✓ Principal Survey (supporting new matrix outline)
- ✓ Community & Business Partnership handbook
- ✓ Online awards submission

Parent & Community Involvement



MaryLou Whaley, Director

[www.sdhc.k12.fl.us](http://www.sdhc.k12.fl.us)



Ame Silverstein, D.R.T.

901 E. Kennedy Blvd



Tracy Aguilar, D.R.T.

Tampa, FL 33629



Desiree Marsicano, Secretary



**PTA's National Standards for Family-School Partnerships** is a simple, six-step program that you can follow to stay on track with your involvement. According to the implementation guide, there are a variety of ways you can make each standard a reality at your child's school.

**1. Make all families feel welcome.**

- ✓ Greet other parents at school activities and events; sit with someone you don't know and get to know them.
- ✓ Recruit bilingual parents to greet and interpret for families whose first language isn't English. Ask the school district to provide translation headsets for parent meetings.
- ✓ Offer family activities at low or no cost so everyone can participate; budget PTA/parent group funds for this purpose.
- ✓ Hold meetings in a variety of community locations (such as the local library, a community center, a church) to make them accessible to all.

**2. Communicate effectively.**

- ✓ Design and print "Happy Grams" as an easy way for teachers to regularly report positive behavior and/or achievements to parents.
- ✓ Consider using color-coded lines on hallway walls, or footprints on floors, to help direct parents to important places like the school office, parent resource center and library.
- ✓ Include a two-way communication mechanism, such as a question-and-answer section or mini survey, in each edition of your newsletter.
- ✓ Distribute calendars so parents can record upcoming events, assignments and dates to check with teachers on their children's progress.

**3. Support student success.**

- ✓ Create a checklist and tip sheets for effective parent-teacher conferences.
- ✓ Invite teachers and professionals from the community to speak at meetings on various topics.
- ✓ Provide parent involvement tips and suggestions through signs at the school and articles in the local newspaper.

**4. Speak up for every child.**

- ✓ Match new families at the school with a buddy family to show them the ropes.
- ✓ Plan workshops on how to ask the right questions about children's progress and placement.
- ✓ Involve parents in ongoing training on topics such as being an effective advocate, identifying and supporting learning styles, resolving difficulties and fostering student achievement.

**5. Share power.**

- ✓ Working in partnership with the principal, identify ways the PTA/parent group can support one or more goals of the school improvement plan.
- ✓ Host a forum for candidates running for public office; focus questions on issues that affect children, families and education.
- ✓ Get to know your elected officials at all levels of government, as they influence public policy decisions related to children and education.

**6. Collaborate with the community.**

- ✓ Reach out to senior/retired citizens and invite them to volunteer at the school.
- ✓ Work with the local newspaper to promote special events that are happening at the school.
- ✓ Invite school alumni to make a donation to the school or to participate in an alumni sponsors program through which they can volunteer time.

## Awards

Each year, SERVE invites all the Hillsborough County schools eligible to participate in special awards categories and programs, and to nominate volunteers who represent the finest of their volunteer programs.

SERVE mails out in September a reference calendar, which provides awards criteria, and due dates of nominations and reports. See the sample forms and reports following the descriptions in this section.



## **District/State Awards And Reports**

In the fall, each school receives a reference chart of expected due dates for reports, checklists, nomination forms, evaluations and awards invitations from SERVE. In general, the order to expect the awards is as follows:

**A. D.O.E. Nominations**

Hillsborough County, district and state.

1. Each school may nominate one outstanding volunteer in each of three age categories: YOUTH-ADULT-SENIOR

**a. Criteria**

1a. Data

- \* total hours for prior school year
- \* total hours for fall semester of current year
- \* number of years of service

2a. Essay

- \*describing specific volunteer service

2. One volunteer in each age category is chosen to represent Hillsborough County at the state level. State regional winners are announced at the Spring State Volunteer Conference.
3. District winners are recognized at the annual SERVE AWARDS CEREMONY in the spring.

**B. SERVE Volunteer of the Year Award**

Nominations recognize an outstanding school volunteer in Hillsborough County. This award is based on the length of service, leadership, and demonstration of unusual commitment and the lasting impact on Volunteerism.

**C. SERVE Tutor Memorial Award**

Recognizes an outstanding tutor in Hillsborough County. This award is given to individuals or groups that have had an impact on the lives of children and the Tutor program. This award is based on the length of service, leadership, number of hours and impact as a tutor.

**D. Golden School Awards/D.O.E Volunteer Service Report**

Golden School Award/D.O.E. Volunteer Service Report have been combined to make reporting of hours and volunteers more efficient. D.O.E. Volunteer Service Report section requires end of the year reporting requesting the **total** number of volunteer **hours** and **number** of volunteers by age categories. This information is readily available from compilations of Volunteers-on-Campus sign-in sheets. All volunteer activity regardless

of Golden or Silver School criteria counts. D.O.E. presents this award to recognize schools with exemplary volunteer programs, which promote parent and community involvement in education.

1. **Elementary, secondary and adult schools must meet the following criteria**

- a. A minimum 80% of the school staff participated in training related to school volunteerism.
- b. A school volunteer coordinator is designated for recruitment, placement, training and supervision of volunteers.
- c. The total number of hours in volunteer service equals **Twice** the number of students enrolled in the school. These hours of volunteer service may include ANY VOLUNTEER ACTIVITY THAT CONTRIBUTES TO STUDENT ACADEMIC IMPROVEMENT.

2. **Examples of What Counts**

- a. Up to eight (8) hours per day may be counted by volunteer chaperones of academically related field trips (i.e. band, plays, museums, out of town trips, etc.).
- b. Activities in clinic/health screening.
- c. School advisory committee and task forces.
- d. Elementary school patrol hours.
- e. Hours worked off-campus (nights, holidays, home, office, and summers) that contribute to student improvement.
- f. Teachers as volunteers, when in addition to their regular duties.
- g. Fundraising  
*Attendance at General PTA meetings does not count for volunteer hours.*

E. **Silver School Awards**

D.O.E. presents this award to SECONDARY schools that provide exemplary services to elementary and secondary schools or programs.

1. **Secondary schools criteria**

- a. The SENDING school must have a school coordinator who provides coordination of the program, placement of students, orientation and training for students, and evaluation of students and program.
- b. The RECEIVING school or program must have a volunteer coordinator who provides coordination of the program, placing of secondary students, orientation/training for the receiving staff, student and program evaluation and student volunteer supervision.

- c. Student volunteers and the RECEIVING faculty or program participants must both receive orientation and training.
- d. The composite student volunteer hours must equal at least one half of total number of students (FTE count) in the SENDING school (i.e., 2000 students - 1000 volunteer hours).

2. **Data required for Silver School Award includes**

- a. Total student enrollment of the sending school
- b. Total student volunteer hours
- c. A brief written description of SENDING and RECEIVING school or program specifics including:
  - 1. type of volunteer activity
  - 2. when and where the activity took place
  - 3. how the activity contributed to student improvement

3. **Examples of What Counts**

- a. Youth/community service as it relates to secondary students helping younger students to improve academically.
- b. Organized student assistance activities that go beyond traditional tutoring, such as mentoring and motivating.
- c. High school service club activities that establish a “clothes closet” or clothing fund that provides necessities.
- d. Providing transportation for senior citizen volunteers so they can volunteer on campus.
- e. Adopting a needy family
- f. THINK CREATIVELY AND DOCUMENT THE ACTIVITY.

G. **SERVE Coordinator of the Year**

This award is given to a SERVE Coordinator that has participated in programs and services provided by SERVE over the school year. The award is presented on the basis of length of service, leadership, nomination of awards, and use of services provided by SERVE and lasting impact in the schools.

**Criteria**

- a. Is school a Golden School, Five Star School or Silver School.
- b. Minimum 2 years served as a coordinator.
- c. Number of volunteers trained.
- d. Number of volunteers recruited.
- e. Did you nominate volunteers for SERVE or Parent Family Involvement Awards.
- f. Number of SERVE Services used.

- g. Summary should be well written and descriptive of coordinator's responsibilities.

**H. Annual SERVE Awards Event**

Top volunteers are recognized at the annual SERVE Awards Ceremony in the Spring.

**I. 5-Star School Award**

Application form and portfolios are due late April early May. Schools will receive applications after first meeting Golden School criteria. See specific 5-Star Guidelines for details. Recognition is in the following Fall school year.

**Hours and activities documentation must be kept on file at the school site for audit purposes.**



**2014 - 2015 SERVE AWARDS DATES & DEADLINES**

**PLEASE POST FOR REFERENCE**

<b>ITEM</b>	<b>MAILED OUT</b>	<b>DUE TO SERVE</b>
D.O.E. OUTSTANDING VOL. NOMINATIONS	WEEK OF SEPTEMBER 15 <sup>th</sup>	WEDNESDAY Oct. 22
GOLDEN/SILVER SCHOOLS/D.O.E. VOLUNTEER SERVICE REPORT APPLICATION	WEEK OF JANUARY 12 <sup>th</sup>	FRIDAY March 6
SERVE AWARD NOMINATIONS (Tutor, Fred Rodgers, & SERVE Coordinator)	On Line TBD	FRIDAY March 27
5 STAR SCHOOL AWARD APPLICATION	MARCH      APRIL	April 27-May 1
	(Sent out when you qualify as a Golden School and mark "yes", applying for 5 Star Award on the form)	

**5 STAR REVIEWING WILL BE DETERMINED BY THE PROCESS IN WHICH  
THE PORTFOLIO IS PRESENTED**

**SERVE & HCPS 2015 VOLUNTEER AWARDS  
Spring of 2015  
To Be Announced**

**2014-2015 D.O.E. OUTSTANDING SCHOOL VOLUNTEER  
NOMINATION FORM**

For each nomination, return 1 copy of both pages to SERVE, Mail RT. #1 by  
**Wednesday, October 22, 2014** or fax to 673-4577.

**AWARD CATEGORY (Please Check One)**

You may nominate ONE volunteer in EACH age category.  
Reproduce separate form for each nomination.

- Youth (20 Years and Under)
- Adult (21-61 Years)
- Senior (62 Years or Over)

Nominating School: \_\_\_\_\_

Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Volunteer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip \_\_\_\_\_

If student, name of school he/she attends: \_\_\_\_\_

**VOLUNTEER'S SERVICE INFORMATION**

(1). Name(s) of school(s) in which volunteer serves: \_\_\_\_\_

(2). Grade level/area served (Mark "X" as appropriate):

**KG**    **1-3**    **4-6**    **Middle School**    **High School**    **Adult**  
 **Exceptional Education**    **Guidance**    **Other**

(3). Number of volunteered hours of service (over the last year and a half):  
2013-2014 School Year \_\_\_\_\_ Aug. 2014-Oct. 2013 \_\_\_\_\_ **Total** \_\_\_\_\_

(4). Number of years of volunteer service: \_\_\_\_\_

(5). Average hours of weekly service: \_\_\_\_\_

(6). Training and/or orientation of volunteer candidate is required for Outstanding School Award.  
A candidate will be disqualified if he/she has neither. Volunteer completed (Please mark "X"):

(7). **Orientation**                       **Yes**    **No**

**Volunteer Training**                       **Yes**    **No**

**Other** \_\_\_\_\_

(Please indicate type of training or orientation)





**DUE AT SERVE FRIDAY, March 27, 2015 BY 4:00 P.M.**

**FLORIDA DEPARTMENT OF EDUCATION  
GOLDEN SCHOOL AWARD/D.O.E. VOLUNTEER SERVICE REPORT FORM**

Name of School: \_\_\_\_\_ Mail Rt. \_\_\_\_\_  
 Elem. \_\_\_\_ MS \_\_\_\_ HS \_\_\_\_ Other (Specify) \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip \_\_\_\_\_  
 SERVE Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Volunteer Coordinator (if different from SERVE Coor.) \_\_\_\_\_ Phone: \_\_\_\_\_  
 Principal's Signature \_\_\_\_\_ Print Name \_\_\_\_\_

**A. Volunteer Service Hours:**

*Complete criteria is outlined in the SERVE Coordinator Handbook*

Number of students enrolled at the School: \_\_\_\_\_

	_____	_____
	<b># Of Volunteers</b>	<b>Volunteer Hours</b>
1. Number of Volunteers under age 20	_____	_____
2. Number of volunteers age 21 – 61:	_____	_____
3. Number of volunteers age 62+:	_____	_____
4. Mentors:		
• Governors Mentoring Initiative (may include tutors)	_____	_____
• Take Stock in Children	_____	_____
• Big Brothers Big Sister	_____	_____
• Others (please list) _____	_____	_____
_____	_____	_____
5. Total Number of <b>Volunteers</b> :	_____	_____
6. Total Number of volunteer <b>hours</b> August 2014-June 2015 (Include estimated hours for the end of April thru June) (If total volunteer hours do not include PTA/PTSA hours, please contact your PTA President to include these hours.)	_____	_____

*(This includes ALL types of volunteer hours as defined in the SERVE Coordinator Handbook, including Mentor hours).*

**B. Golden School Qualification**

- Does total number of volunteer hours (A6) **equal 2x** the number of students enrolled?  
Yes \_\_\_\_ No \_\_\_\_
- Did 80% of school staff participate in training related to school volunteerism? Yes \_\_\_\_ No \_\_\_\_  
*Orientation/training from the SERVE Coordinator fulfills this criterion.*
- Is a School Volunteer Coordinator designated for recruitment, placement, training and supervision of volunteers? Yes \_\_\_\_ No \_\_\_\_
- Does school provide recognition of volunteers? Yes \_\_\_\_ No \_\_\_\_
- Does school intend to apply for the 5-Star School Award? \_\_\_\_ Yes \_\_\_\_ No
- How will you present your Portfolio:(check one)Hard Copy \_\_\_\_ Moodle \_\_\_\_ Power Point \_\_\_\_ Word \_\_\_\_ .

**TEACHER VOLUNTEER HOURS CLARIFICATION:**

- Time teachers spend working after hours on their regular duties **cannot** be counted as **volunteer hours**.
- Teachers' **before and after regular paid hours** involvement with PTA and other "volunteer" type activities **does** count as volunteer hours.
- Only SIT team involvement by teachers that occurs **before or after regular paid hours** counts as volunteer hours.
- SIT team parent and community members hours count **any time**.

**DUE AT SERVE FRIDAY, MARCH 27, 2015 BY 4:00 P.M**

**FLORIDA DEPARTMENT OF EDUCATION  
SILVER SCHOOL AWARD  
Qualification Form**

This award is for secondary schools only that provide exemplary services to elementary or secondary schools or programs.

Sending School: \_\_\_\_\_ Mail Rt. \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip \_\_\_\_\_

**“SENDING” School Coordinator:** \_\_\_\_\_

Phone: \_\_\_\_\_

Receiving School: \_\_\_\_\_

**“RECEIVING” School Coordinator:** \_\_\_\_\_

Phone: \_\_\_\_\_

**Complete criteria is outlined in the SERVE COORDINATOR Handbook**

1. Total student enrollment of **“SENDING”** school: \_\_\_\_\_
2. **\*Total student volunteer hours August – June** \_\_\_\_\_  
(Must equal one half of total number of students)
3. Attach **BRIEF (no longer than one single-spaced typed page)** description of **SENDING** and **RECEIVING** school program specifics including:
  - ➔ Type of volunteer activity
  - ➔ When volunteer activity took place
  - ➔ How the activity contributed to student academic improvement

---

**DUE AT SERVE FRIDAY, MARCH 27, 2015 BY 4:00 P.M.**

**SERVE TUTOR AWARD  
NOMINATION FORM**

**BACKGROUND OF AWARD**

Research has shown that tutors, and their involvement with students, make a difference in the academic success of students. With this in mind, SERVE annually honors outstanding Tutors. The SERVE Tutor Award, formerly the David B. Frye Memorial Award has been in place since 1983. This award is given to recognize an individual or group that has had a positive impact on students through tutoring.

**Nominee Name** \_\_\_\_\_

**Volunteer/Group Service Information**

- Name of the school in which volunteer/group serves \_\_\_\_\_
- Number of students impacted through volunteer/group's contributions \_\_\_\_\_
- Number of years volunteer/group has tutored \_\_\_\_\_
- Number of hours tutored \_\_\_\_\_

How has the volunteer/group contributed in the following areas?

**Student's academic performance**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Student's self-esteem**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Commitment and dependability**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If necessary please attach comments on a separate page.**

Nominating School \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone: \_\_\_\_\_

**DUE AT SERVE FRIDAY, MARCH 27, 2015 BY 4:00 P.M.**

**SERVE VOLUNTEER OF THE YEAR AWARD NOMINATION FORM**

**BACKGROUND OF AWARD**

This is a Hillsborough County SERVE Award presented to an Outstanding Volunteer from Hillsborough County Public Schools. (Formerly the Fred T. Rodgers Award). This award is presented on the basis of length of service, leadership, demonstration of unusual commitment and lasting impact on volunteerism in our schools.

Nominee Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Ph: \_\_\_\_\_

Nominating School \_\_\_\_\_

Contact Person \_\_\_\_\_ Ph: \_\_\_\_\_

**COMPLETE INFORMATION REQUESTED B - F ON A SEPARATE PAGE  
AND ATTACH TO THIS SHEET.**

A. Number of years served as educational volunteer (a minimum of three years). \_\_\_\_\_

B. Describe the volunteer's leadership role.

C. Describe impact on student learning.

D. Demonstration of unique commitment.

E. Describe achievements.

F. Describe the lasting impact made on the local or district community.

**DUE AT SERVE FRIDAY, MARCH 27, 2015 BY 4:00 P.M.**

**SERVE COORDINATOR OF THE YEAR (2014-15) NOMINATION FORM**

SERVE Coordinator Name \_\_\_\_\_

Nominating School \_\_\_\_\_

Principal \_\_\_\_\_ Ph: \_\_\_\_\_

Is Your School:

- a. A Golden School? \_\_\_\_\_
- b. A Five Star School? \_\_\_\_\_
- c. A Silver School? \_\_\_\_\_

1. How many years has your SERVE Coordinator been at your school? \_\_\_\_\_

2. How many volunteers has your SERVE Coordinator **trained** this year? \_\_\_\_\_

3. How many volunteers has your SERVE Coordinator **recruited** this year? \_\_\_\_\_

4. Has your school nominated volunteers for SERVE or Parent Family Involvement awards?  
 Yes  No If so, how many? \_\_\_\_\_ (Awards include DOE Adult, Youth, Senior; Tutor Award, Rodgers Award, Parent Family Involvement Awards)

5. Which SERVE services has your SERVE Coordinator/School used?  
Speakers Bureau \_\_\_\_\_ Tutor Training \_\_\_\_\_ Cross-age Tutor Training \_\_\_\_\_  
Staff Training \_\_\_\_\_ Parent Workshop/Training \_\_\_\_\_ Volunteer Orientation \_\_\_\_\_  
Volunteer Applications/Screening \_\_\_\_\_

Write a brief paragraph explaining why your SERVE Coordinator should receive the SERVE Coordinator of the Year Award.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PRESENTATION OF AWARDS WILL TAKE PLACE AT THE SERVE AND PARENT/FAMILY INVOLVEMENT AWARDS IN THE SPRING**



## 2014-2015 OFFICIAL APPLICATION

### K – 12

School improvement and accountability legislation are built upon the active involvement of parents, guardians, business people and other community members in an effort to improve schools in the state of Florida. The legislative intent is to return the responsibility for education to those closest to the students—schools, teachers and families. The Five Star School Award was established to recognize that community involvement is vital to student success.

This symbol of achievement is presented each year to those schools that have shown evidence of exemplary community involvement. Eligible schools are designated annually and must be renewed each year.

In order to qualify for this award, a school must achieve 100% of the criteria in the categories of Business Partnerships, Family Involvement, Volunteers, Student Community Service and School Advisory Councils. The school must also have a portfolio that documents the achievement of each criterion.

#### SECTION I

Name of School District: \_\_\_\_\_

Superintendent: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

District School Volunteer Coordinator: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of School Nominated: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_



## SECTION II

**A school must have a grade of “C” or above for the 2014-2015 school year to qualify for the Five Star School Award.**

**Please check each criterion to indicate accomplishment.**

### **A. Community/Business Partnership**

1. \_\_\_ Community/business/agency has a jointly-developed plan of partnership activities that is signed yearly.
2. \_\_\_ Community/business/agency maintains an ongoing, active relationship with the school.
3. \_\_\_ Community/business/agency is involved in the development and implementation of the School’s Improvement Plan.
4. \_\_\_ Community/business/agency partnership supports teaching and learning through the donation of human resources and goods/services or financial resources.
5. \_\_\_ School designates a community/business partnership coordinator.
6. \_\_\_ School provides opportunities for community/business partners to receive orientation and training.
7. \_\_\_ Community/business partnership coordinator and school staff receive training during the year on effective use of services by business partners.
8. \_\_\_ School provides recognition of community/business partners.

### **B. Family Involvement**

1. \_\_\_ School has an active parent organization (e.g., PTA, PTO, Boosters, etc.)
2. \_\_\_ Education opportunities are offered to families (e.g., Florida Standards, literacy, career planning, parenting, homework assistance).
3. \_\_\_ Focus/discussion/support groups are offered to families (e.g., parenting, drug awareness, safety, violence prevention).
4. \_\_\_ School offers joint parent and student training (e.g., academic skills, family reading, violence prevention, financial aid).



5. \_\_\_ Family outreach activities are offered through collaborative or facilitated activities (e.g., neighborhood meetings, tutorial services, off-site programs).
6. \_\_\_ A minimum of 60% of families are positively involved in the school more than once during the year.
7. \_\_\_ School is able to provide evidence of a variety of communication techniques used to communicate with families by teachers and school staff.
8. \_\_\_ School ensures that welcome signage is near the entrance and that any interaction with parents creates a climate in which parents feel valued and welcome.
9. \_\_\_ School provides parents with current information regarding school policies, practices and both school and student academic performance.

### **C. Volunteers**

*(Meets criteria of Golden School Award.)*

1. \_\_\_ A minimum of 80% of the school staff have participated in school-based volunteer training during the school year.
2. \_\_\_ School volunteer coordinator has been designated to provide leadership for the school volunteer program through recruitment, placement, training and supervision of participants.
3. \_\_\_ Total number of hours in volunteer service equals twice the number of students enrolled in the school. (Any volunteer activity that contributes to student improvement may be counted.)
4. \_\_\_ School provides recognition of volunteers.

### **D. Student Community Service**

1. \_\_\_ School provides service learning opportunities to students that focus on identified community needs (e.g., renovating a park, working at election polls, feeding homeless).
2. \_\_\_ A minimum of 50% of students are involved in community activities (e.g., pen pals to shut-ins, food drives, cross-school tutoring activities).

### **E. School Advisory Council (SAC)**

1. \_\_\_ A minimum of eight (8) meetings are held per year. Attendance averages 80% of members.
2. \_\_\_ Annual presentation of School Improvement Plan is made to school community after public notice to all stakeholders (e.g., school marquee, flyers).
3. \_\_\_ Evidence of ongoing training and/or development of the School Advisory Council is available.
4. \_\_\_ School Improvement Plan reflects one new idea that involves the community in its implementation.
5. \_\_\_ School Advisory Council participates in the development and/or interpretation of the needs assessment data.
6. \_\_\_ Training provided for staff and SAC members on collaborative partnering and shared decision-making.

### **Documentation of Accomplishment**

A portfolio documenting the accomplishment of each of the criterion is available at the school site.

Yes

No

## School Impact Data

What proof can you provide that the community's involvement with your school improved the students' academic work, attendance or behavior? (If necessary, please attach additional sheet.)

## Community Involvement Best Practice

Summarize a community involvement promising practice initiated by your school to increase student achievement.

**(If necessary, please attach additional sheet.)**

We hereby certify the information contained in this application is true to the best of our knowledge and belief.

(Signature of Individual Preparing Application Form)

(Title)

(Address)

(Telephone)

(Signature of School Advisory Council Chairperson)

(Signature of Principal)

(Signature of District School Volunteer Coordinator)

(Signature of Superintendent or Designee)

(Address)

(Telephone)



### APPLICATION CHECKLIST

Please check the following before returning this application:

- 1. Have you checked every criterion?
- 2. Have you clearly identified the school district, district school volunteer coordinator and school nominated?
- 3. Is the complete address and telephone information provided?
- 4. Has the application been signed by all required parties?

**MAIL to your District School Volunteer Coordinator. The coordinator will verify that all criteria have been met and forward your application to the Florida Department of Education by June 19, 2015**

**SCHOOL DISTRICT OF  
HILLSBOROUGH COUNTY, FLORIDA  
EDUCATIONAL BUSINESS PARTNERSHIP AGREEMENT FORM  
2014 - 2015**

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Name of Business/Organization

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
School Address

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Signature of Authorized Representative of School

\_\_\_\_\_  
Signature of Authorized Representative of Business

**I. Partnership Purpose and Goals:**

**II. Resource Needed**

**Purpose and Timeline**

**Partnership**

**II. Benefits to the Partners**

- School
  
  
  
  
  
  
  
  
  
  
- Business

**Business Representative agrees to participate on School Improvement Team.**  
\_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Success of Partnership to be reviewed \_\_\_\_\_, 20\_\_\_\_\_**



## **Service Learning Documentation Sheet**

- Identify a social problem in the community.
- Prepare an action plan to address the problem/integration into the curriculum.
- Implement the plan (actual service by the students)
- Observe and analyze the experience (reflection)



