



## **VOLUNTEER REGISTRATION AND VISITOR INFORMATION**

Participating in our children's education and developing the strong sense of community that comes from working with others, towards a common goal, are central to the mission and vision of Treasure Village Montessori (TVM). Parents' active participation is vital to the challenging work of educating all children here at TVM. We encourage parent involvement in all aspects of their child's education, including the reinforcement of Montessori principles at home. An outstanding education requires commitment not only by the school, but by the family and community as well. **Parents (and that can include extended family and friends)** are expected to volunteer 15 hours per family per year. Volunteer activities include attending school events like Open House, Back to School Night, chaperoning field trips, preparing classroom materials, room parent, reading with students, fundraising, attending TVM Board Meetings and serving on various school committees. Ultimately, it is the partnership of the student, the family and Treasure Village Montessori that will offer the most effective route to a great education.

### **Volunteer Guidelines**

ALL Visitors and Volunteers must sign in at the front office of any school in the District. In order to visit or volunteer, you need to be registered through the District's database, RAPTOR. New volunteers will also register through the Clearinghouse, the district's new fingerprinting/background check portal. Individuals wanting to volunteer on campus, during school hours, as well as, any and all off campus activities, must become a Level 2 cleared (fingerprinted) volunteer, in accordance with the Monroe County School District. The first step to this process is to contact Ms. Amanda [Amanda.Carey@KeysSchools.com](mailto:Amanda.Carey@KeysSchools.com) and let her know that you wish to become a volunteer. If you are interested in becoming a Level 2 Volunteer for TVM, Ms. Amanda will help you get the process started.

Volunteers/Visitors MUST sign in with a State ID at the Front Office and obtain a badge (this measure is in compliance with the FL Law and Guidelines linked to the Jessica Lunsford Safety Act and the new Safety and Security House Bills). Only pre-arranged volunteers will be permitted to the classroom.



## **RAPTOR AND VOLUNTEER OPPORTUNITIES**

Volunteers work under the direction and supervision of the school personnel and should know and follow school policies and rules, which include maintaining confidentiality of students and school information.

- All visitors to campus, after 8am and before 3:15pm, must report to the Front Office and sign in via RAPTOR with a state issued ID.
- Obtain and wear an identification badge provided by the school while volunteering
- Follow directions of school staff, recognizing that instructing, supervising, grading and disciplining students are the responsibility of school staff.
- Work collaboratively with school staff to develop and choose appropriate activities aligned with your talents.
- Communicate with staff members to obtain clear expectations, directions and to give feedback on volunteer activities.

## **CODE OF CONDUCT**

**DEPENDABILITY:** Be responsible for your scheduled times and notify the school if you are not able to meet your commitment.

**RESPECT FOR AUTHORITY:** Respect the authority of the school and the school administration.

**CONFIDENTIALITY:** Do not discuss matters concerning students with anyone but the designated school staff.

**IMPARTIALITY:** Do not favor any side or party in school situations.

**OBJECTIVITY:** Do not allow your personal feelings to enter into your work as a volunteer.

**APPEARANCE:** Dress appropriately, always remember that you are setting an example for students.



## **RAPTOR AND VOLUNTEER OPPORTUNITIES**

Below are some suggestions on how a family can earn Family Volunteer Hours. If you don't find something that peaks your interest, be creative. Create a new opportunity of your own. If you have questions regarding a specific activity, please contact Ms. Amanda [Amanda.Carey@KeysSchools.com](mailto:Amanda.Carey@KeysSchools.com)

- Read with students (individual or small group) *Level 2 clearance required*
- Mentor a student and motivate him/her to excel *Level 2 clearance required*
- Chaperone a field trip, both day and overnight *Level 2 clearance required*
- Share your special skill, hobby, collection or story to enrich the curriculum *Level 2 clearance required*
- Assist a teacher in the classroom or during field trips *Level 2 clearance required*
- Help a teacher with clerical tasks *Level 2 clearance required if done during school hours*
- Volunteer as a Field Trip coordinator *Level 2 clearance required if done during school hours on campus*
- Help the teacher work on materials *Level 2 clearance required if done during school hours on campus*
- Mulch, rake weed or beautify the school campus *Level 1 required (no fingerprints)*
- Assist the teacher in setting up for classroom for school events *Level 2 clearance required*
- Book Fair organizer *Level 2 required if done during school hours, otherwise Level 1*
- Parent Education Seminars *Level 1 required (no fingerprints) if done after school hours*
- Graduation Volunteer *Level 2 clearance required if done during school hours on campus*
- Yearbook Volunteer *Level 2 clearance required if done during school hours on campus*
- Gardening Volunteer *Level 1 required (no fingerprints) if done after school hours*
- Attend TVM Board Meetings or join a Committee *no clearance needed*
- Attending any of TVM's Fundraising events *no clearance needed*
- Donate to any of TVM's Fundraising events *no clearance needed*
- Participating in Pascal's Annual Day of Service on February 2nd *Level 2 clearance required if assisting/working with a class, no clearance required if done in the community*
- Attending TVM Sporting events to support our Seadragons (practices and games) *no clearance needed*



## RAPTOR AND VOLUNTEER OPPORTUNITIES

### Family Volunteer Log/Roster

#### Treasure Village Montessori Family Volunteer Log

##### Requirements

School Year:	
15 hours	Per Family

NAME: \_\_\_\_\_ HOURS IN BENEFIT OF (STUDENT NAME): \_\_\_\_\_

	Location	Description	Date	Total time
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
School Administrator Verification:			Date:	Total hours:

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