



Einstein Elementary Volunteer Training

WELCOME! Our goal with this training session is to help you become acquainted with Einstein, the staff, the building, and to help answer any questions you may have regarding what it means to be a volunteer.

Thank You for Playing this Important Role: By coming to this orientation and taking time to volunteer at our school, you are making a HUGE impact not just to your child's academic and social success, but also to all the children at Einstein. You are helping to improve and strengthen our school community and you are providing opportunities for programs that could not take place without your time and talents (Art Docent, Family Nights, Lunch Buddies, Fruit Cutting, classroom help, etc.)

Background Checks: Please submit your LWSO background check application if you have not already done so. It's free and you can do it online at <http://www.lwsd.org/get-involved/volunteer-programs/volunteering-in-lwsd/volunteer-application-process>). Without approval from the district, we cannot have you work in the school or at any events where your child will be (i.e. field trips, afterschool activities). Please know that this is a safety precaution that our school strictly follows. Volunteer approval is valid for two years. After that, you must reapply.

TODAY'S AGENDA:

1. General PTSA Information
2. Office and School Staff
3. Volunteer Expectations
4. Constructive Volunteer Tips
5. Tour of the School
6. School Equipment
7. How to Obtain a Volunteer Badge
8. Corporate Matching
9. Younger Sibling Policy
10. Volunteer Questionnaire
11. Questions?

1. General PTSA Information:

- Our PTSA website address is einsteinptsa.org.
- Marie Franco is our PTSA president. Contact her at president@einsteinptsa.org.
- The weekly PTSA Ottermail is our main form of communicating school news and volunteer opportunities. To be added to the mailing list, create an account at einsteinptsa.org or email communications@einsteinptsa.org.

- For any volunteer questions or suggestions, please email the volunteer coordinator – Jessica Sattari (volunteers@einsteinpts.org) or Susan Villecroze (design@einsteinpts.org)
- Please watch the following slideshow video to learn more about the Einstein PTSA.

2. Office and School Staff:

- Principal: Robin Imai
- Associate Principal: Leslie Elmer
- Office Manager: Mame Mulherron
- Office Secretary: Kim Kutzke
- School Custodian: Curtis Ayer and Susan Bevins

3. Volunteer Expectations:

- Complete the LWSB Volunteer Application and receive your approval notice prior to volunteering with the school.
- Please review the Einstein Volunteer Code of Conduct, which can be found on the Einstein PTSA website.
- Sign in and out at the office on the volunteer roster sheet.
- Always wear an ID badge while on school grounds.
- Follow the direction of school staff members.
- Respect the privacy of school staff members and students' learning by not discussing school matters away from the classroom. Confidentiality is expected.
- Please check with your teacher to determine if picture taking is allowed in their classroom.
- Share concerns regarding students with the school staff only.
- Keep all student information confidential.
- Avoid being alone with students. If working one-on-one with a student always do so in a public area, i.e., work in a hallway, classroom, or the library.
- Ensure that when working with students, appropriate physical contact should be brief, should not linger, and should not differ from student to student.
- Contact the school in a timely manner if you cannot make your scheduled volunteer time so the teachers and students will know you will not be there.
- Turn off your cell phone while you are volunteering and refrain from making personal calls or texting while on campus.
- Only use equipment you have been trained to use and report all malfunctions to the office staff.
- Always leave an area cleaner than you found it.
- It's okay to say no. We know you want to help but can't always do so. Don't worry. Chances are, we can find someone else.
- We want you to be happy! If you ever have any concerns with your current volunteer placement, we are here to help you. Please contact Jessica Sattari (volunteers@einsteinpts.org) or Susan Villecroze (design@einsteinpts.org).

4. Constructive Volunteer Tips:

In the Classroom:

- Learn students' names and make sure they know yours.
- We suggest that you address the staff by Ms./Mrs./Mr. and their last name when in the vicinity of the students.
- Show genuine interest in each student.
- Explain to students what the goals will be.
- Provide help without doing the work for the students.
- Allow time for questions and let students work at their own pace.

For the Chairs and Board Members:

- Always give advance notice for work that needs to be done. Avoid asking for things right away.
- Reply to emails or phone calls within 24 hours.
- If more volunteers are needed, use **Signup Genius** online to recruit them at least 2 weeks prior to the event. This link can also be provided in Ottermail.
- To help you organize and better coordinate your work, you may use an online program called **Airtable**. The free version should be sufficient for your needs. Ask Susan if you need more assistance.
- For big printing jobs or flyers, you may use the LWSD print center. Our contact there is Helen Baxter HBaxter@lwsd.org.
- If you would like graphic design or Spanish translation assistance, let Jessica or Susan know.
- Thank your volunteers soon after your event comes to an end.

In General:

- Be encouraging and provide positive feedback.
- Be patient and demonstrate kindness.
- And most important - be flexible!

5. School Tour:

- School office including the "mail/copy" room – PTSA mailbox location
- Staffs lounge (In case you are in charge of snacks or doing something special for the teachers. Otherwise please allow the staff their space.)
- Adult/staff bathrooms
- A-Wing (K-1st grade), B-Wing (2nd-3rd grade), C-Wing (4th -5th grade)
- Library – Mrs. Johnson
- Gym –Mrs. Plate
- Lunch room aka Commons Area
- Music room – Mrs. Lindgren
- Large Portable

6. Office Equipment

Please remember staff members have the “right of way” on copier and other school equipment. There is a copier in the staff lounge, but this is for the teachers and staff use only. Please notify Mame Mulherron or Kim Kutzke if you have any questions.

7. Obtaining an Einstein Volunteer Badge

As an Einstein volunteer, you can obtain your personal volunteer badge free of charge. Please have your picture taken during picture day – October 12, 2017 and a badge will be created for you.

8. Corporate Matching

Many employers make matching contributions to charitable organizations like Einstein Elementary PTSA. Please take a moment to see if you or your spouse’s company matches funds and/or volunteer hours.

For example, Microsoft matches personal donations of money dollar for dollar as well as hours spent volunteering at Einstein at a rate of \$25 per hour. There are no longer a minimum number of hours to be reached to be match eligible. Volunteering at field trips, class parties, and other school events count too!

9. Younger Sibling Policy

In accordance with LWSD policy, if you are volunteering in the classroom, office, library or hallway during school hours (8:50-3:30), we ask that you do not bring younger siblings to school. Many parents arrange for childcare swapping or find volunteer opportunities that can be done before or after school or at home.

If you are coming to school as a visitor, please check yourself and your younger child(ren) in at the office. You are welcome to visit the Commons area for lunch, family events and assemblies with these younger siblings.

10. Volunteer Questionnaire

If you haven’t already done so, please go online (<https://airtable.com/shrkhkhcoa1f5llmG>) and fill out the volunteer questionnaire. These questions will help us get to know you a bit better so we can do a better job in matching you with jobs that are of interest and importance to you.

Your volunteer efforts are essential elements to the success of our students. **THANK YOU!**

11. Questions?