

**SCHOOL VOLUNTEER PROGRAM  
YEAR-AT-A-GLANCE**

Certain events are connected with specific times during the school year. The Year at a Glance is offered with the hope that you will find it useful as you and your principal plan a program to meet your school's goals of achieving success and for enhancing student learning through the utilization of volunteers. Specific dates will be provided.

**AUGUST/SEPTEMBER**

- \_\_\_\_\_ Meet with principal to discuss goals and objectives of school volunteer program.
- \_\_\_\_\_ Have a sign-up table on the first day of school, at Open House and at other group parent meetings.
- \_\_\_\_\_ Establish a system to track and maintain volunteer hours.
- \_\_\_\_\_ Sign up for coordinator's training, sponsored by VAST.
- \_\_\_\_\_ Assess the volunteer needs of both teachers and school staff members.
- \_\_\_\_\_ Complete the School Contacts form on the Volunteer Services Toolbox link.
- \_\_\_\_\_ Send a letter home with students describing volunteer opportunities and instructions for volunteer applications.
- \_\_\_\_\_ Conduct a faculty orientation as required for the Golden School and Five Star School Awards.
- \_\_\_\_\_ Review and coordinate training opportunities for Meet the Master and Math SuperStars volunteers;
- \_\_\_\_\_ Conduct your volunteer orientation and welcome event. Invite last year's volunteers.
- \_\_\_\_\_ Meet with STAR's Front Office personnel. Discuss your need for reports and searches.

**OCTOBER**

- \_\_\_\_\_ Review STAR's Volunteer Status Report. Contact all approved volunteers and assign duties. Make sure all active volunteers are assigned and doing well.
- \_\_\_\_\_ Review STAR's Batch Time/Attendance and School Visitor Report making sure that volunteer activities are not being recorded as visitors and that volunteer's are logging in/out to collect volunteer hours.
- \_\_\_\_\_ Establish a "Volunteers Wanted" location for your school's newsletter, bulletin boards and website.
- \_\_\_\_\_ Develop contacts with local newspapers in order to tell your community about your school and volunteer activities.

**NOVEMBER**

- \_\_\_\_\_ Visit area businesses, local clubs, and churches to recruit volunteers.
- \_\_\_\_\_ Review STAR's Volunteer Status Report. Contact all approved volunteers and assign duties. Make sure all active volunteers are assigned and doing well.
- \_\_\_\_\_ Review STAR's Batch Time/Attendance and School Visitor Report making sure that volunteer activities are not being recorded as visitors and that volunteer's are logging in/out to collect volunteer hours.
- \_\_\_\_\_ Recognize your volunteers for their contribution to your school.
- \_\_\_\_\_ Enjoy the Thanksgiving holiday.

**DECEMBER**

- \_\_\_\_\_ Ask each volunteer for one idea to make your program better for students.
- \_\_\_\_\_ Review STAR's Volunteer Status Report. Contact all approved volunteers and assign duties. Make sure all active volunteers are assigned and doing well.
- \_\_\_\_\_ Review STAR's Batch Time/Attendance and School Visitor Report making sure that volunteer activities are not being recorded as visitors and that volunteer's are logging in/out to collect volunteer hours.
- \_\_\_\_\_ Discuss with principal how your school will select this year's Outstanding Adult, Senior, Youth and Program Organizer Volunteers.
- \_\_\_\_\_ Wish each volunteer Happy Holidays.

**JANUARY**

- \_\_\_\_\_ Prepare and submit the Outstanding Volunteer Award nominations on Toolbox. Due date will be announced.
- \_\_\_\_\_ Review STAR's Volunteer Status Report. Contact all approved volunteers and assign duties. Make sure all active volunteers are assigned and doing well.
- \_\_\_\_\_ Review STAR's Batch Time/Attendance and School Visitor Report making sure that volunteer activities are not being recorded as visitors and that volunteer's are logging in/out to collect volunteer hours.
- \_\_\_\_\_ Plan volunteer appreciation month activities for February
- \_\_\_\_\_ Re-assess volunteer needs and how the previous assignments are doing.
- \_\_\_\_\_ Send out notices to recruit individuals for any new volunteer opportunities.
- \_\_\_\_\_ Check back with organizations or groups that you spoke with in the fall.

**FEBRUARY**

- \_\_\_\_\_ Celebrate Florida's School Volunteer Month. (Idea: Prepare a display showing the volunteers in action)
- \_\_\_\_\_ Submit nominations for the PTA Family Involvement Award. The exact date will be announced.
- \_\_\_\_\_ If contacted by Volunteer Services, submit the Five and Ten-Year Lapel Pin Award nominations.
- \_\_\_\_\_ Review STAR's Volunteer Status Report. Contact all approved volunteers and assign duties. Make sure all active volunteers are assigned and doing well.
- \_\_\_\_\_ Review STAR's Batch Time/Attendance and School Visitor Report making sure that volunteer activities are not being recorded as visitors and that volunteer's are logging in/out to collect volunteer hours.

**MARCH/APRIL**

- \_\_\_\_\_ Prepare and submit Golden and Silver School Award nominations on Toolbox. The exact date will be announced. (The Silver School Award is for secondary-level schools only.)
- \_\_\_\_\_ Celebrate National Volunteer Week in April.
- \_\_\_\_\_ Discuss with principal who should attend Annual Community Involvement Awards. RSVP early for the best seats!
- \_\_\_\_\_ Survey volunteers to get ideas to recruit other volunteers for next year's recruitment campaign.
- \_\_\_\_\_ Review STAR's Volunteer Status Report. Contact all approved volunteers and assign duties. Make sure all active volunteers are assigned and doing well.
- \_\_\_\_\_ Review STAR's Batch Time/Attendance and School Visitor Report making sure that volunteer activities are not being recorded as visitors and that volunteer's are logging in/out to collect volunteer hours.

**MAY/JUNE**

- \_\_\_\_\_ Review STAR's Volunteer Status Report. Contact all approved volunteers and assign duties. Make sure all active volunteers are assigned and doing well.
- \_\_\_\_\_ Review STAR's Batch Time/Attendance and School Visitor Report making sure that volunteer activities are not being recorded as visitors and that volunteer's are logging in/out to collect volunteer hours.
- \_\_\_\_\_ Complete Community Involvement Survey sent by Volunteer Services.
- \_\_\_\_\_ Recognize the contributions of your volunteers at year-end event.
- \_\_\_\_\_ Evaluate your program and plan for next year.
- \_\_\_\_\_ Prepare records for storage.
- \_\_\_\_\_ Pat yourself on the back and enjoy your summer!