



Volunteer Handbook

Introduction

Please know that any time that you have to offer is always welcomed, whether it is for one hour or more.

We invite you to join the growing ranks of our school volunteers. As volunteers, we hope to encourage increased participation and partnership in our school community.

Volunteering is the offering of your time, energy, and concern. It is a worthwhile and special opportunity we have in our society.

The purpose of volunteers is not to replace the work of the school staff, but rather to assist them in enhancing the quality of the school environment for our children.

Volunteer participation offers you an opportunity to share with others in the development of the students to help them reach their full educational, physical, emotional and social potential.

A criminal record check is required for every volunteer who works more than 10 hours in a year and is required each year that you volunteer.

Confidentiality

Confidentiality is necessary when it comes to volunteering in a school setting. Teachers and Principals put a lot of trust in the volunteers with privileged information. As you begin to volunteer in the school, you may become aware of students' academic ability, behaviour patterns, emotional maturity as well as their relationships with others. In other cases, this information is shared in order that the volunteer might work effectively with the student.

As well, as a volunteer, you are in a position to learn more about staff members and often personal opinions are formed about the professional competency of individual Teachers and Principals. These opinions should not be shared in the community or with anyone who has no legitimate need to know. Care must be taken not to make harmful comments to the reputation of any student, professional or volunteer.

If a problem should develop, first communicate with the staff member concerned and then, if necessary, discuss the situation with the Principal.

As a volunteer, you can expect your participation will be treated with the same confidentiality and respect.

We have created this booklet of a variety of volunteer positions as a guideline. There are many different volunteer tasks at Muir Lake School. The tasks and duties listed may include but not be limited to the following:

School Council

Purpose: The School Council is a meeting for parents and community members to participate, in an advisory capacity, in their local, school-based decision-making processes. You have an opportunity to influence the delivery and outcomes of your child's school programs.

When: Third teaching Tuesday of every other month at 7:00 p.m.

Comments: Everyone welcome, have a voice or just listen. All members holding a voting position should try to attend all meetings. Find out what is happening in and around the school and how it affects your children.

Contact: Chair at MuirLakescchair@psd.ca

Muir Lake Community School Foundation

Purpose: To raise money for the redevelopment of the playground and school grounds as well as projects in the school as agreed upon with the Admin team.

Comments: Everyone is welcome, meetings are held periodically throughout the year, help with fundraising projects. You can hold a board position.

Contact: School Foundation at muirlakefoundation@gmail.com

Book Fairs

Purpose: To help our school raise funds for our library.

Duties: Help set up, help children choose books, handle the cash desk, supervise during class visits and pack up. At least 15 people needed to have a fair.

When: Twice a year, once in the fall and in the spring.

Contact: Librarian

Library

Purpose: It allows the librarian to provide an enhanced library program for our children during their library period.

Duties: Checking books in, signing books out, repairing books, re-shelving books, assisting children, and assisting the librarian.

Contact: Librarian

Classrooms

Purpose: To assist your child's teacher in their day to day classroom activities. This is an opportunity for you to spend some time in your child's classroom.

Duties: Helping with making crafts, art projects, carving pumpkins, fieldtrips, and guest speaker.

Comments: Check with your child's teacher if there is something that you could help them out with.

Music

Purpose: To assist the music teacher in the preparations of concerts.

Duties: Making costumes, decorating and preparing sets.

Contact: Music Teacher

Fun Days

Purpose: To celebrate a successful year of school for both the children and the teachers.

Duties: Be a Group Leader or a Station Leader. Give the teachers ideas for stations. Help prepare a lunch for all participants.

When: End of the year, two separate days for Division 1 and 2.

Fundraising Lunches

Purpose: To raise money for goals set by the School Foundation. Such as Teachers Discretionary Funds and other requests.

Duties: Set-up, organize lunches from restaurant vendors, delivery to classrooms and cleanup. Shopping, money count, and organize volunteers.

When: Mid-September to Mid-June

Contact: School Foundation at muirlakefoundation@gmail.com

Other Fundraising:

Purpose: For groups wishing to raise money for specific needs. Please see Fundraising Model for guidelines.

Duties: Arrange and/or help out with fundraising projects. Verifying cash to orders and filling orders.

Fundraisers have Included, but are not limited to: SUTP, Craft Fair, Magazine Subscriptions, Christmas Gift Catalog, Cell Phone Recycling, Pasta Orders, and Calahoo Meat Orders. We are always looking for new and fresh ideas.

When: Scheduled throughout the course of the year.

Contact: School Foundation at muirlakefoundation@gmail.com

Muir Lake School

<http://muirlake.psd.ca>

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