

PEAK TO PEAK CHARTER SCHOOL
Volunteer Committee
Process Document 10-21-2014

Purpose of Committee: To engage volunteers including parents/guardians, staff and community members, in a synergistic partnership to work on projects and activities that advance the mission of Peak to Peak Charter School.

- 1) Identify talents, expertise and desires of volunteers.
- 2) Identify needs and opportunities where volunteers can help advance school goals.
- 3) Ensure that volunteer services are utilized appropriately.
- 4) Maximize productivity and synergy by matching talents and interests with needs.
- 5) Provide a defined framework so new coordinators can easily assume roles without loss of momentum.
- 6) Keep volunteer jobs at a manageable number of hours for each volunteer.
- 7) Adapt available technology to help manage tasks more effectively.
- 8) Ensure volunteer work is rewarding and enjoyable for all volunteer participants.

Overview

All volunteers, by volunteering at Peak to Peak shall be considered part of the Volunteer Committee and shall adhere to the policies and procedures of the Volunteer Committee, the school and school district. The Volunteer Coordination Team (VCT) is the core group of volunteers that actively coordinate volunteer activity. The VCT is comprised of at least 6 volunteer coordinators. Jobs can be split or coordinators added to ensure the work load does not become prohibitive to any VC.

Volunteer Committee Chair (Or VCT Chair) The team chair.

K-12 VC works with administration, faculty and staff to facilitate events that occur across grade levels.

Elementary School Volunteer Coordinator – (EVC) works with the Elementary Principal and staff to support Elementary School events and activities.

Friend of P2P Coordinator – (FVC) works with Friends of Peak to Peak office to help fulfill volunteer needs specific to Friends of Peak to Peak activities.

Middle School Volunteer Coordinator (MVC) works with the Middle School Principal and staff to support Middle School events and activities.

High School Volunteer Coordinator –(HVC) works with the High School Principal and staff to support High School events and activities..

Primary Goals

To welcome new parents, help to build a sense of community, work with staff to identify needs, recruit volunteers, train volunteers, publicizing volunteer opportunities, coordinate volunteer activities, identify and utilize expertise within the community to help advance the Peak to Peak mission and ensure that volunteers are appropriately recognized for their contributions.

Committee's purpose within Peak to Peak's mission and vision

Recognizing that robust communities are the result of the camaraderie achieved when people work together towards a common goal, the purpose within Peak to Peak's mission and vision is to help to connect the Peak to Peak staff, parents/guardians and others into an enduring, rewarding and productive community that supports and advances Peak to Peak with every resource possible. The Volunteer Committee will operate in support of the following Relationships Standard as part of the Key Performance Indicators: *"Engage all internal stakeholders in the support of the educational process."* The Committee's success will also be measured by active parental involvement, parental response to the Accountability Committee Survey, and the successes of new and existing events and activities.

Glossary of terms and acronyms used by this committee

EVC- Elementary Volunteer Coordinator

FVC- Friends of P2P Volunteer Coordinator

Go2- A volunteer that has been assigned to a staff member as a key partner to perform activities, and provide help as directed by the staff member.

HVC- High School Volunteer Coordinator

K-12VC- Kindergarten through 12th grade Volunteer Coordinator

MVC- Middle School Volunteer Coordinator

P2P- Peak to Peak

VC- Volunteer Coordinator

VCT – Volunteer Coordination Team

Main activities of the Committee

Appreciating that Volunteers give their time freely with expectations of: supporting their children, establishing relationships, becoming part of a team, making a difference, positively affecting the future, and enjoying a sense of belonging and accomplishment. Volunteers and staff will receive volunteer training with these expectations in mind, and these factors should be keenly regarded in all interactions with volunteers. Details can be found in the *Volunteer Training* documents.

The guiding principle of volunteers will be the Peak to Peak Honor Code: *"I will strive to achieve excellence in scholarship and character."* The character traits expected of all volunteers are respect, integrity, responsibility, kindness, perseverance, honesty, and inclusivity.

At the beginning of each new school year the VCT reaches out to parents/guardians and community members to welcome and to inform them of volunteer opportunities and solicit feedback of their talents, and areas of interests. The committee Chair will share relevant interest and contact information with other committee Chairs and staff members.

At the beginning of each school year, volunteers will be recruited by the VCT to meet the specific needs of each school. A main goal of recruiting is to pair each faculty or staff member who request, with a specific volunteer or team of volunteers that they can use as “Go To” volunteers (Go2) for needs that arise specific to their classroom, special projects, or any time they find they could use an extra set of hands.

Each level Volunteer Coordinator is responsible for the events pertinent to their school/area and will work closely with the principal and staff to coordinate activities throughout the school year. The specifics of all the job duties are described in detail in the *Volunteer Job Description* documents.

Each school level coordinator (in coordination with the responsible Go2’s) are responsible for ensuring that each activity or event is documented, and for storing documents in a central location accessible to all VCT members. After each activity, volunteers and staff members should talk about ways to improve the event and coordination in the future. Documenting the events includes:

Event Description (purpose of the event, duration of the event, recurrence of event, approximate time requirement to coordinate, staff members who were involved, number of volunteers needed, names of volunteers who helped, total volunteer hours to hold event or activity- other information that would help coordinate the next event).

List of Duties

Job Description(s)

List of Requirements (recruitment, copies of typical correspondence etc.)

How to Improve

The VCT will meet at the beginning of the year and then a minimum of four more times per year; September, November, February, April, with the Board of Director liaison(s), Executive Director of Education (EDE), Friends of Peak to Peak representative(s), and Director of the Executive Office (DEO) to set the calendar, discuss needs and review upcoming events. The topics for each of these meetings is defined in detail under the *Volunteer Meetings Schedule and Events Calendar* documents.

The Volunteer Chair will organize meetings with the VCT at least once per month during the school year, and as may be necessary over the summer break.

Each school level VC will meet with their principal, and other staff as needed who requests Go2 helpers and Go2 recruits at the beginning of school and at least once per month during the school year.

Meeting notes should be taken at each meeting and stored in a central location accessible to all the VCT members.

Procedures for Identifying New Members

Ideally, an K-12VC moves into the role of Committee Chair and Go2 volunteers move into the role of a level VC, although this is not a requirement. Specifics of job duties for identifying new volunteers are described in detail in the *Volunteer Recruiting* documents.

Terms of membership

A parent or community member who meets the requirements of *General Volunteer Responsibilities* are considered members of the volunteer committee. Members who no longer have students at school will be considered to be inactive members of the committee, but in recognition of their contributions, will always be considered part of the legacy committee that helped to build and advance Peak to Peak Charter School and are always welcome to visit or help according to current procedures. Community members who volunteer at Peak to Peak are also considered members of the committee.

VCT members and Go2's should commit to serve a minimum of 1 school-year. Part time staff members may be members of the VCT.

When a VC decides not to commit to serve for another school year, they will notify the VCT as early in the current year as possible so they can start recruiting a replacement. The departing VC will ensure that all documentation is complete to ease the transition for the next VC.

Process steps for VCT member identification / confirmation

Volunteers interested in becoming a VC should consider if they meet the following guidelines: Be able to commit the required amount of time to the duties, occasionally be available to help with something on short notice, be an outgoing person, have a pleasant and approachable personality. They should be self-starting, be organized and have good time management skills. Other traits include being reliable and competent, ability to handle multiple tasks and work well with others. The VC should be familiar with computer technology. Also important are effective verbal and written communications skills, ability to be flexible, being comfortable making decisions without direction, practicing good etiquette and have the ability to give credit to others.

The Committee Chair should submit a list of potential new VC names to the stakeholders; the VCT, Board of Directors, Principals, Executive Director of Education (EDE), Friends of Peak to Peak representative(s), and Director of the Executive Office (DEO). Potential new VC members will be evaluated on the above guidelines. It is *not* a prerequisite for a candidate to be known by someone in order to serve on the VCT. All concerns should be expressed in person or via phone call to the Committee Chair.

Inclusion is a key component of the volunteer committee and it is important that volunteers who may not meet criteria for one job be welcomed into the volunteer committee and every effort should be made to find a position that is a good fit for the volunteer.

The VCT should complete a team evaluation at least once per year. Details can be found in the *Volunteer Coordination Team* document. In addition to finding ways to improve, the team should ensure that it does not inadvertently become a club or clique, or participate in any actions that would be discriminatory or not in alignment with the character culture of Peak to Peak. The evaluation should be documented by the Committee Chair and saved in a place that is accessible to all VCT members.

Process steps for onboarding new members

This process is defined in the *Volunteer Training* document.

Removing a member

Volunteers are an important component to the success of Peak to Peak, and their viewpoints should be thoughtfully considered. If a problem should arise, every effort should be made by all stakeholders to swiftly resolve any issues, to ensure that all parties have resolved any difficult feelings as soon as possible. In the unlikely event, that a conflict could not be appropriately resolved, the volunteer may be asked to resign by a collective agreement of the stakeholders including all of the VCT members and the Board of Directors. If appropriate, the volunteer should be contacted by the VCT Board liaison or their representative for a follow-up discussion to ensure that the volunteer does not harbor bad feelings.

Change History for process document

Peak to Peak Volunteer Committee December 2012

Volunteer Committee Process Document October 2014

Reference Documents

Volunteer Training

Volunteer Job Descriptions

Volunteer Meetings Schedule and Events Calendar

Volunteer Recruiting

General Volunteer Responsibilities

Volunteer Coordination Team

Other Committee Documents

Volunteer Agreement

General Release and liability Waiver

Volunteer Background Consent Form

Background Check Chart and Volunteer Requirements