

Best Practices for Union Academy Parent Volunteers

Union Academy is a Non-profit Public Charter School. As such, we have to rely on our school community to make up for the reduced funds that we receive to run our school. We can not run Union Academy without the help of you, our parent volunteers. That is one reason we ask every incoming family to sign a partnership agreement stating that their family will contribute a minimum of 60 hours of volunteer work to the school each year. When you enrolled your child at UA, you made a commitment to volunteer. You can consider it an investment in your child's learning environment.

The volunteer labor of our parents frees up funds that would otherwise be spent on non-instructional expenses. When a group cuts grass, or cleans the school building, that relieves UA from the burden of paying for the service and we are instead able to allocate funds to help in the instruction of our children.

Your participation in the volunteer program allows teachers in Kindergarten through second grade to have full time assistants. It allows us to provide more creative core classes like experiential learning, art and music. In other words--we wouldn't be "UA" without "you!"

Volunteer Guidelines/Expectations

- 60 hours per family/per year
 - When you enrolled your child at UA, you made a commitment to volunteer. Sixty (60) volunteer hours is the minimum expected from each family.
- Sign up
 - Opportunities to volunteer are most often shared electronically with a link to follow, making signing up easy.
- Show Up
 - If you sign up, show up. If you have to cancel, remove your name from the sign up AND notify the volunteer coordinator.
- Be on time
- Be adaptable
 - Occasionally more people sign up than are needed for an activity and you may be asked to perform an alternative task .

- Come with a willingness to work
 - Showing up is only part of volunteering. Be engaged and active during your volunteer time.
- Limit phone use while volunteering
 - Be engaged and attentive to the job at hand.
- Come with a positive attitude
 - Remember, we are a school of character. Little eyes are watching you, and little ears are listening.
- Come prepared to focus on volunteering
 - During *school hours*, younger siblings may not participate in volunteer activities. This helps volunteers, teachers and students stay focused. Younger siblings are welcome after hours.
- Record your hours
 - We currently use the MobileServe App to log hours. For assistance in setting up your account, please contact the Volunteer Coordinator.

Volunteer FAQs

How do I earn hours, who can earn hours, and for what do I get hours?

- Hours may be earned by parents, grandparents, aunts, uncles, cousins, and siblings (in Middle School and older.)
- Hours may be earned by family members in Middle School and older.
- Drive time should be counted as hours ONLY when a special trip is made for delivery of items (not when dropping off during carpool).
- If you are on an overnight school sponsored field trip you count the hours from the time you leave on the bus until you return to school.
- Pre-made goods = one hour per event NOT one hour per item. In rare cases, the Headmaster may make exceptions to this rule. It must be officially communicated by the Headmaster.
- No “double hours” will be granted. Any exception to this rule must be officially communicated by the Headmaster.

How are donations counted?

- Donations of home baked/cooked goods = the time it takes you to go to the store for ingredients, to make/bake it, to clean up, and to bring it to the school--only include drive time for bringing it to school if you are making a special trip, please
- Pre-made goods = one hour per event NOT one hour per item
 - Pre-made goods are items which are purchased for an event and do not require further action from you. Examples are cups and plates, art or prize box supplies, bottled water, etc.

Can I donate my volunteer hours to somebody else?

- Compassion is the “C” in our CARROT PIE of character traits. Yes, you can donate your hours in the following manner:
 - Notify the Volunteer Coordinator that you would like to donate your surplus hours.
 - ONLY the Volunteer Coordinator can complete the transfer of volunteer hours to another individual.
 - To qualify to receive donated hours, the receiving family must contact the Volunteer Coordinator and explain their extenuating circumstances.
 - Qualifying circumstances include medical issues and family hardships.
 - Non-qualifying circumstances include having siblings at home, having a long commute, and having a job.

How can I support our mission of good character?

- Don't Forget your CARROT PI(E)
 - Compassion
 - Adaptability
 - Respect
 - Responsibility
 - Optimism
 - Trustworthiness
 - Perseverance
 - Initiative
 - Everyday!
- Everytime you enter the grounds, you represent UA. You can be the one who makes an impact on a student's or teacher's day--make it a positive one!