

The Pinnacle Charter School

Volunteer Packet

You make a difference!

Volunteers are the heart of any school. It is difficult to make classrooms, field trips, fundraisers, or special events successful without your help. It is important to have dedicated parents, grandparents, aunts, and uncles as volunteers in our school. No matter what you are able to give of your time, it benefits the school and students.

There are many opportunities to volunteer throughout the year. If you are interested in volunteering, please fill out this packet and return it the front office. We have implemented a new volunteer database. Even if you have previously filled out this application, we ask that you fill it out again so that we can update our information.

Volunteering is a very rewarding experience, and when you invest in your student's education, it makes a big impression on their lives.

We look forward to working with you.

Sincerely,

The Pinnacle Charter School

Volunteering Made Simple

All applicants are required to have a background check done every two years. Please fill out the Volunteer Agreement Form **COMPLETELY** so that all information is current.

First: Pick up a Volunteer Packet at the front office or from your student's teacher.

Second: Read and fill out the agreement **COMPLETELY**, and return it promptly to the Front Office. The following is required to complete a background check:

1. **Social Security Number and birthdate**

... If no social security number, then:

One of the following original documents (we will make photo copies and store in a locked area) must be brought with application:

2. **Valid (unexpired) U.S. Government issued photo ID document verifying name and birthdate, or**

3. **Valid (unexpired) Passport from home country verifying name and birthdate**

Third: Once completed packets are returned, the Volunteer Coordinator will do a background check and let you know once you have been approved. Your name will then be entered into the volunteer database. You will not be permitted to volunteer if you are not on the approved volunteer list.

Volunteers must be on the student's list of contacts.

Note: Please provide an email address and a current phone number so that we can reach you when volunteer opportunities become available.

Volunteer Procedures

- All volunteers must be cleared through the Volunteer Coordinator before they may volunteer at the school.
- A Volunteer Request Form must be **completed** and returned to the Front Office a minimum of seven (7) school days prior to the day the volunteer is needed.
- The Volunteer Coordinator will run a background check on all volunteers before they are permitted to volunteer.
- All applicants will be contacted regarding their status and will be added to the new volunteer database and approved list.
- If an applicant is denied, they will be notified of the reason for their denial.
- If an applicant is not on the approved list, they may not volunteer (spectators of an event are not volunteers and do not need approval).
- Once an applicant is approved, they are asked to follow through on their commitment to volunteer in the classroom or for their specified event.
- We understand that people get sick or emergencies arise. If a volunteer is unable to attend the event they have signed up for, a phone call needs to be made to the Volunteer Coordinator one (1) school day prior (or as soon as possible) to that event so that arrangements can be made to find a replacement volunteer.

********Approval is not guaranteed if forms are received less than seven (7) school days prior to the day the volunteer is needed********

Volunteer CONFIDENTIALITY Agreement

Dear Volunteer,

Your time and talents as a volunteer are fully appreciated. Your assistance is very important for the education of our students. Our team of volunteers has grown over the years. This growth is positive and encouraging to us as a school. With this growth, we are experiencing some challenges that need to be addressed.

One of the most important goals of the Pinnacle is to encourage and preserve the educational relationships with the Parents, Students, and Staff. Therefore, volunteers are asked to sign the Confidentiality Agreement below. This agreement is designed to protect the classroom/teaching environment, student privacy, and to preserve educational relationships.

We value your time and service and thank you in advance for your cooperation.

Volunteer Confidentiality Agreement

While performing volunteer services for a teacher or staff member, I am bound by laws and policies which protect the privacy of student and teacher information I am given access to. I agree to keep this information in the strictest confidence and that the failure to do so may result in my being denied the opportunity to volunteer.

I will direct any questions or concerns regarding The Pinnacle Charter School to the Volunteer Coordinator or other administrative staff member.

Volunteer Signature: _____ Date: _____

Volunteer Name: _____

School Volunteer Form (Please fill out completely)

Your Name: _____

Address: _____ Apt. # _____ City: _____

State: _____ Zip Code: _____

E-mail Address: _____ Contact Number: _____

Student's Name and Grade: 1. _____ 2. _____

3. _____ 4. _____

Relationship to Student(s): _____

Volunteer Opportunities

- * Homeroom Parent
- * Field Day (May)
- * Library Volunteer
- * Book Fair (Fall and Spring)
- * Holiday Shop (December)
- * Fall Fundraiser
- * Spring Fundraiser
- * Fun Fest (October)
- * Spaghetti Dinner /Silent Auction (March)
- * Field Trips
- * Literacy
- * Clinic
- * International Towne
- * Clip and Organize: Box Tops/Campbell's Labels
- * Dr. Seuss Day
- * Athletics
- * Picture Day (Fall and Spring)
- * TCAP testing (March)
- * Assessments

Committees

- * PTO
- * Board of Directors
- * Elections for PTO (August)
- * Elections for Board Members