



**Humber Valley Village JMS
School Council**

**Volunteer
Manual**

2013-2014

A volunteer is anyone who helps out with school activities during the day or who works with or for the school to support school goals.

Updated October 2013

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Social (Children)

Description	Time Frame & # of Volunteers	Co-ordinator 2013-2014
Coordinate supplies for warm weather and outdoor activities (ie. Water, popsicles for Terry Fox Run, Track and Field day, Fun Day) Coordinate beverages kindergarten registration, and Grade 6 orientation	September to June on an as need basis 1-2 Volunteers	Kirsten Chalmers

Spirit Wear

Description	Time Frame & # of Volunteers	Co-ordinator 2013-2014
Work with vendors to determine the design and pieces of Spirit Wear for the current year Work with the athletics department to determine team uniform need & gym uniforms for middle school Facilitate order opportunities 1-2 times per year Deliver clothing to HVV parents	September to June on an as need basis 1-2 Volunteers	Marlene Yip

Ward Rep

Description	Time Frame & # of Volunteers	Co-ordinator 2013-2014
Act as the HVV Community Liaison at the Trustee's meetings for Ward 2 Report Ward meeting information back to the Parent Council Offer information for the monthly newsletter & website	September to June 2-3 hours once per month	Scott Elsey

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Why Volunteer?

The benefits of volunteering within the school community include:

- Helping to support student learning
- Helping to support school's academic and extracurricular goals
- Sharing your expertise/talents/skills with students and staff
- Enhancing your own learning and the learning of others
- Helping to build sense of community
- Increasing the collaboration between parents, community, and the school staff
- Providing funds for activities for students
- Developing or enhancing your own leadership skills
- Developing a better understanding of how schools function

Volunteering Activities Include:

- Assisting classroom teacher or librarian
- Organizing and running fundraising activities
- Organizing school social events
- Bringing community resources into the school
- Attending field trips
- Coaching sports teams
- Tutoring/mentoring
- Presentations to students/career day
- Running a club

Sports and Fitness

Description	Time Frame & # of Volunteers	Co-ordinator 2013-2014
<p>Work with staff to enhance the physical activity programs for the HVV students</p> <p>Work with the VP and a group of teachers to assist in organizing intramural and school sports</p> <p>Work with the parent community to provide coaches/volunteers when needed for any team or intramural program</p> <p>Work with staff to assess the needs of sports equipment for classrooms and gym classes to promote physical activity</p> <p>Manage the school team uniform program</p>	<p>September to June</p> <p>Meetings every 2 months</p> <p>3-4 Volunteers minimum</p>	<p>Christine Munro</p> <p>Lisa Naismith</p>

School Web Site

Description	Time Frame & # of Volunteers	Co-ordinator 2013-2014
<p>Work with IT Teacher to keep the HVV web pages current and updated</p> <p>Collect and include monthly newsletters, school calendars, pizza lunch dates, PC meeting minutes</p>	<p>September to June</p> <p>(.5 every other week)</p> <p>1-2 Volunteers</p>	<p>Darren Fath</p>

Social (Adult)

Description	Time Frame & # of Volunteers	Co-ordinator 2013-2014
<p>Coordinate an HVV Adult focused event for parents to participate in to create a sense of community and to fundraise money for the school on an ad hoc basis as capital funds are required.</p>	<p>The time frame will depend on the magnitude and nature of the event.</p> <p>Timing of the event is dependent on the team coordinating the event</p> <p>2 to Coordinate</p> <p># of Volunteers is dependent on the nature of the event</p>	

Parent Reps for Classes

Description	Time Frame & # of Volunteers	2013-2014
Act as the class liaison and communicate council-related school events to the parents When requested, help teachers coordinate class events (parties, trips, special events)	September to June Ideally 2 reps/homeroom class	

Pizza Lunch

Description	Time Frame & # of Volunteers	Co-ordinators 2013-2014
Plan Pizza program Create pizza order form for distribution in September Coordinate Pizza orders for Jr. And Middle school Coordinate Pizza team to acquire food for pizza day and deliver pizza	September to June, once a month: Thurs for Junior school, Fri for Middle school (usually) 2-3 coordinators 5 volunteers plus grade eight helpers for Jr lunch	Cheryl Thomas Lisa Falconer

QSP Magazine Drive

Description	Time Frame & # of Volunteers	Co-ordinators 2013-2014
Meet once in the Spring with QSP coordinator to talk about upcoming program opportunities Determine program format and delivery for coming year Recruit volunteers Administer program for staff and students for a two week period Determine prize winners and distribute prizes Determine final prizes at the end of the campaign Distribute final prizes	End of September to the end of October 5-10 volunteers is ideal	Brenda Potter Andrea Pearson

Police Reference Check

Anyone who volunteers at the school (i.e. coaching, field trips, reading etc.) requires a Police Reference Check (PRC).

To apply for a PRC:

1. Pick up a PRC form from the office.
2. Pay \$16.95 to HVVJMS for the Reference Check.
3. Complete the form and drop it off at the office.
4. You will receive your PRC by mail from the Police Department.
5. Once you receive your PRC from the Police Department please keep a copy for yourself and submit the original to the office.

Every year thereafter, if you continue to volunteer with the school you will be required to complete an Offence Declaration in person. Please see the VP or the Office Administrators to complete this very simple 10 second task at no cost.

Sports Team Volunteers

As of 2011, any parent who is involved in coaching a team is required to participate in a 45-minute TDESSA training program. After completion of this program you will receive a certificate card that must be recorded with Carol Brown or Nigel Dance. You must carry your coaching card with you when you coach at any tournament.

Parent Council Executive: Co-Chairs

Description	Commitment Time Frame	Co-Chairs 2013-2014
<p>Overall Tasks Create a vision for the PC for the current year and create a budget with the PC Treasurer that addresses the needs of Administration and of the school body.</p> <p>Sign cheques related to PC budget.</p> <p>Keep track of membership and committee lists. Help recruit people for various roles within the PC.</p> <p>Schedule and chair monthly meetings.</p> <p>Edit minutes before sending them to Administration.</p> <p>Write and gather submissions for monthly newsletter.</p> <p>Work with Fundraising Committee to determine annual fundraisers.</p> <p>Review and adjust Parent Information Package for Parent Reps</p> <p>Communicate with Principal any health and safety concerns or facility issues</p>	<p>September to June</p> <p>Ideally a 2 year commitment</p>	<p>Co-Chair: Anika Mahmud</p> <p>Co-Chair: Marlene Yip</p>

Treasurer & Educational Resources

Description	Commitment Time Frame	Co-ordinator 2013-2014
<p>Bookkeeping for school council</p> <p>Count cash at various fundraising events</p> <p>Reconcile cash and cheques for deposit</p> <p>Pay invoices</p> <p>Prepare budget and monthly treasurer's report</p> <p>Complete and submit Board Ministry Audit Report annually (PSAB)</p> <p>Pay expense claims of teachers</p>	<p>September to July</p>	<p>Karen Yan</p>

Lost and Found

Description	Time Frame & # of Volunteers	Co-ordinators 2013-2014
<p>Maintain lost and found boxes (Jr and Sr.)</p> <p>Go through lost and found weekly / biweekly and dispose of food in garbage</p> <p>Perform major clean out before holiday breaks</p> <p>Display items on tables 3-4 x/yr</p> <p>Identify charity to donate unclaimed lost and found items to</p> <p>Clean out and wash/disinfect box for summer</p>	<p>.5 hour every 2 weeks</p> <p>3-4 times per year to organize display and delivery of clothing</p> <p>Extra hours the weeks the clothing is on display</p> <p>1 – 2 Volunteers</p>	<p>Heather Gordon</p> <p>Rebecca Ramsay</p>

Parent Council

Description	Time Frame & # of Volunteers	Co-ordinator 2013-2014
<p><u>Voting and Non Voting Members</u> Attend monthly Wednesday evening meetings</p> <p>Contribute ideas and suggestions for topics discussed at meetings</p> <p><u>Voting Members</u> Vote on issues and budget</p>	<p>September to June</p> <p>Meetings are monthly</p>	<p>Co-Chair: Anika Mahmud</p> <p>Co-Chair: Marlene Yip</p>

Parent Rep Co-ordinators

Description	Time Frame & # of Volunteers	Co-ordinator 2013-2014
<p>Print Parent Information package; deliver to the office for distribution</p> <p>Collate all papers upon return; deliver to appropriate committees</p> <p>Select Class Reps; notify parents who will be class reps</p> <p>Host a Parent Rep information session before Curriculum night</p> <p>Collect class email distribution lists; create email lists for Office Administration</p> <p>Coordinate email distributions to be sent to all parents via parent reps</p>	<p>September to June</p>	<p>Marie Johnson</p> <p>Andrea Pearson</p>

Grade 8 Graduation

Description	Time Frame & # of Volunteers	Co-ordinators 2013-2014
Develop the theme for the Grade 8 graduating class Book ECI and DJ Purchase and create any decorations for theme Create invitations and program Decorate HVV gym and ECI auditorium Arrange for refreshments, security	February/March initial meeting April planning meetings as deemed necessary Volunteers as many as needed	Andra Barr

Lego Robotics

Description	Time Frame & # of Volunteers	Co-ordinator 2013-2014
The First Lego League Robotics program is for 9-16 year olds designed specifically to get children excited about Science and Technology Coaches DO NOT need technical experience	Team Tryouts – May to June (1 night per week 1.5 hours) 3:30-5:00 1 Volunteer FLL Challenge – Sept. to Dec. (2 nights per week from 3:30-5:30, plus large amount of extra time outside) 1 Volunteer	Dino Sbrocca

Library Assistants (& Levelled Book Room)

Description	Time Frame & # of Volunteers	Co-ordinator 2013-2014
Help in the library Coordinate volunteers Keep levelled book room organized Build new books as required	1.5 hours weekly is ideal 3 – 5 Volunteers minimum	Patti Grimes

Secretary

Description	Time Frame & # of Volunteers	Co-ordinator 2013-2014
Take minutes at monthly meetings Produce minutes for distribution to HVV Community	September to June	Heather Gordon Cheryl Fath Sandy Dietrich

Parent Council Committees:

Babysitting Course

Description	Time Frame & # of Volunteers	Co-ordinator 2013-2014
Determine Babysitting Course Date and book with St. John's Ambulance Create flyer to advertise program Collect money from participants Coordinate all materials needed for day of the event Supervise event	Pre-planning time One day event in Spring 2-3 Volunteers	Cheryl Fath

Book Fair

Description	Time Frame & # of Volunteers	Co-ordinator 2013-2014
Coordinate appropriate dates with office administration and Scholastic representative Display promotional material in school a few weeks before the fair Prepare newsletter to be emailed to parent community about the fair Coordinate volunteers for the Fair Set up, supervise, and take down materials for the fair Oversee cash and make regular deposits Coordinate with librarian to purchase books based on total sales	2-4 hours in January/early February 3-4 days during the week of the book fair 1 day after the book fair 2-3 coordinators 10-12 volunteers to rotate shifts during the book fair	Karen Yan Karen Proctor

Community Service

Description	Time Frame & # of Volunteers	Co-ordinator 2013-2014
<p>Clothing Drive Contact recipient school about interest Draft email to HVV Parents Collect and organize clothing Deliver clothing</p> <p>Hallowe'en Excess Candy Drive Toy Drive (Same as above for toys)</p>	<p>Late October to Early November 2 Weeks 2-4 Volunteers</p> <p>1st week of November 2 volunteers</p> <p>Early December – 2 weeks 2-4 Volunteers</p>	Sonia Friedman

Dance-a-Thon

Description	Time Frame & # of Volunteers	Co-ordinator 2014-2015
<p>Plan and book music for the venue</p> <p>Determine the theme, target fundraising goal, and prizes</p> <p>Create the literature to be distributed to the parent body</p> <p>Purchase prizes, collect money daily</p> <p>Attend the event the day of and wrap up</p>	<p>Pre-planning</p> <p>April – 2 weeks</p> <p>4 Volunteers</p>	

Drama Club (every other year only)

Description	Time Frame & # of Volunteers	Co-ordinator 2013-2014
<p>Coordinate parent and staff volunteers</p> <p>Work with directors to source and amend script, help organize auditions</p> <p>Organize parent volunteers into groups: set/props, costumes, program/ticket art and printing, ticket selling etc.</p> <p>Book High School venue with Secretary, communicate with High School Contact as needed</p> <p>Hire AV & DVD support</p>	<p>Oct-May with majority of work happening Jan-May</p> <p>12-15 volunteers</p>	Lynn Campbell

Eco Schools

Description	Time Frame & # of Volunteers	Co-ordinator 2013-2014
<p>Support Teachers and Administration in administering Eco Schools program and creating a vision for environmental action.</p> <p>Identify budget needs</p> <p>Run monthly meetings focusing on Eco Schools program and environmental projects in the school in conjunction with Eco Club and Teachers.</p> <p>Create a monthly Environmental update for school newsletter.</p> <p>Help with Eco Club, Earth Week and School Yard Greening program</p>	<p>September to June</p> <p>2-4 Volunteers</p>	Christine Munro

Fundraising

Description	Time Frame & # of Volunteers	Co-ordinator 2013-2014
<p>Create a yearly fundraising plan in conjunction with the Co-Chairs to address budgetary and capital needs. Help create documents that support an understanding of the annual fundraising ventures of HVV (donation page, annual fundraising calendar, thank you notes). Assist in supporting HVV fundraisers.</p>	<p>September to June</p> <p>5-10 Volunteers</p>	Christine Munro

Fun Fair

Description	Time Frame & # of Volunteers	Co-ordinator Fall 2014
<p>Plan the event (ie. the format, activities, etc.), approach community for sponsorship.</p> <p>Recruit volunteers and book outside organizations that support the event. Purchase any necessary supplies & prepare equipment needs</p> <p>Oversee operations for Fun Fair on the day of the event. Wrap up event & calculate success.</p>		Co-ordinator Fall 2013: Ingrid McGaughey

Yearbook

Description	Time Frame & # of Volunteers	Co-ordinator 2013-2014
<p>Learn digital yearbook software</p> <p>Create timeline for yearbook and recruit parent/student volunteers</p> <p>Develop budget and determine if financial assistance required from Parent Council</p> <p>Coordinate picture taking at events</p> <p>Create order form & distribute</p> <p>Proof book and then send to administration for final proof. Have book printed and distribute</p>	<p>September to June</p> <p>Hours per week vary throughout the year</p> <p>6-8 volunteers</p>	<p>Bronwen Thomas</p>

Safe School/Facilities

<p>Work with staff and administration to ensure a safe learning environment for the students is maintained.</p> <p>Assist principal with annual facilities maintenance priority list.</p> <p>Review facility maintenance issues periodically with principal and family team leader.</p>	<p>September to June</p> <p>2-4 volunteers</p>	<p>Anika Mahmud</p> <p>Marlene Yip</p>
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School Improvement

Description	Time Frame & # of Volunteers	Co-ordinator 2013-2014
<p>The annual school improvement plan is written by the school's Professional Learning Team. Plan has 4 pillars: Literacy, Numeracy, Pathways and Community Culture and Caring. EQAO results are used in the development of the plan. Plan is shared and discussed with the parent committee to obtain their feedback.</p>	<p>October – November</p> <p>2-4 volunteers</p>	<p>Anika Mahmud</p> <p>Marlene Yip</p>

Staffing

Description	Time Frame & # of Volunteers	Co-ordinator 2013-2014
<p>Administration and staff create staffing models based on the number of projected students and staff for the next school year. Committee members offer feedback to the principal.</p>	<p>March – April</p> <p>2-4 volunteers</p>	<p>Anika Mahmud</p> <p>Marlene Yip</p>

