

Foster Village Elementary Volunteer Handbook 2011-2012

Thank you for your interest in volunteering at [Foster Village Elementary](#) and Welcome to the 2011-2012 school year! The [PTA](#) has set a goal of increasing parental involvement in school activities and on campus throughout the school year. Together we can work to make this happen! We understand that families have more demands on their time than ever and appreciate your dedication to your child and their school.

Many families and individuals ask the PTA each year about volunteering and how to become more involved in their student's school experience. Many are interested in helping but are unsure how to begin, where they may be needed, or what current activities are happening at Foster Village. It is our intent to help simplify this process and make it as convenient as possible for all who are interested in giving of their time to do so.

Birdville ISD is the fifth largest school district in Tarrant County with a student population that is currently more than 23,000. The district currently has 33 campuses. The district is blessed with a strong volunteer program, but it has not always been as organized and focused as it is today. Part of its success can be attributed to the creation of the Volunteer Partnership Program. The Volunteer Partnership Program does not require a person to be a PTA member in order to volunteer at the school, the Volunteer Partnership reaches out to individuals who simply want to help out at the school in a variety of ways.

How do I become a Volunteer?

In order to volunteer **within** the school or at **any** school functions you **must** be a District Approved Volunteer. You will need to submit an application as a new **or** returning volunteer **every** school year. You may do so by visiting the [BISD Volunteer Partnership](#) and clicking on '**Volunteer Application**'. Once you complete the application process it will take about two weeks to receive a reply. The sooner you apply or renew, the sooner you can begin volunteering!

Please encourage other family members to submit a volunteer application as well. A Grandparent for example, might wish to attend a field trip later in the year and will need to be an approved volunteer before hand in order to chaperone.

High school students in your family may also submit a volunteer application using their student ID number. This is a great way for your student to earn those volunteer hours!

It is important to note that you **do not** have to be a PTA member to volunteer at your child's school. The only requirement is that you become an **approved** volunteer.

Why should I log my Volunteer Time?

The hours logged are used to calculate the number of staffing hours required to support the needs of the school that the district does not pay for due to community support. In short, if we do not have many volunteer hours logged the District does not know our school needs the help. Volunteering shines a light on your schools needs!

How can I log my time?

There are four easy ways to log your volunteer time:

- You can log them online. When you receive your volunteer application approval the District will include a user name and password in their response. This can be used by you to log your time at your convenience using the [Virtual Volunteer](#) system.
- When signing in at the school office be sure to sign in as a '**volunteer**' rather than a 'visitor'. The system will log your time for you!
- Sign the Volunteer Log Book which can be found in the school office. You may enter the amount of time you are volunteering that day or as a lump sum of time for numerous days. This includes both on and off campus volunteer time. All log book entries will be logged monthly for you.
- You can email me your time and I will log it for you!

In what ways can I Volunteer?

- Lunch Monitor
- Helping in Library
- Becoming a Room Parent
- Helping your Child's Teacher
- Crossing Guard Duty
- Attending Class Parties
- Volunteering at School & PTA Events
- Working in the PTA Room
- Sending Class or Party Supplies
- Chaperoning Field Trips & Events

These are just some of the **many** ways you can become involved at Foster Village. The easiest way to become involved is to communicate with your child's teacher. They will often need help with things that you can even work on from home. Whether you can give fifteen minutes or a hundred hours, **all** of your time is appreciated!

Many of you are volunteering already and do not realize it. For example, if you go to the store for party supplies to send to school the time you spend doing so is volunteer time. **Any** time you spend doing **anything** for Foster Village or the PTA is considered volunteer time and **can** be logged.

How Can I Find Out About Opportunities, Activities, & Upcoming Events?

- [Foster Village Elementary Website](#)
- [Foster Village PTA Calendar of Events](#)
- [Foster Village Fan Page on Facebook](#)
- [Foster Village PTA on Facebook](#)
- [BISD Website](#)
- [BISD on Facebook](#)
- Watch for the PTA Newsletter in Backpack's
- Volunteer Request Email's

Volunteer Guidelines

The volunteer program is an important source for gaining parental/community involvement in the Educational process. Volunteers provide a variety of direct services at the local campus or in District programs. Interested parents and community members are encouraged to contact the Foster Village Volunteer Coordinator, Campus Office, or Principal to receive information about participating in the Volunteer Partnership program.

- All volunteers **must** complete a volunteer application & background check and be **approved** by the District **before** volunteering.
- All volunteers are expected to adhere to the BISD Dress Code. The District prohibits pictures, emblems, clothing, or writing on clothing that is lewd, offensive, vulgar, or obscene; that depict the occult; that represent gang membership; or that advertise tobacco products, alcoholic beverages, drugs, or any other substance prohibited under school district policy. See Code of Conduct for complete dress code.
- Pre-School siblings **may not** accompany volunteers during any classroom activities. Please contact the school office for campus policy concerning this issue while volunteering for activities outside the classroom.
- Confidentiality of all students is of great importance. As an approved volunteer, you agree to keep confidential from outside sources all information pertaining to students. This is privileged information and you understand that you are obligated to report any information that may affect the welfare and safety of our students.
- Any medical problems, injuries or disciplinary issues should be reported to the school nurse, a teacher, or principal.
- Volunteers must sign in when entering the school to volunteer. Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the school's office and must comply with all applicable district policies and procedures. The campus procedures require that visitors show a government-issued form of identification containing the person's photograph. The district is also permitted to store information on visitors for the purpose of district security.

If you have questions you may contact:

Jennifer Jones
Foster Village Elementary
PTA Volunteer Coordinator
Email: jam1123@sbcglobal.net

2011-2012 BISD School Calendar

Breville Independent School District						
2011-2012 School Calendar						
July 2011						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
August 2011						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
September 2011						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
October 2011						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
November 2011						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
December 2011						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
January 2012						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
February 2012						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			
March 2012						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
April 2012						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
May 2012						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
June 2012						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

-  Holiday
-  Staff Development/Student Holiday
-  Teacher Prep/Student Holiday
-  Teacher Prep/Staff Day
-  Staff Development Make-up
-  Inclement Weather Make-Up
-  First and Last Day of School
-  Graduation

Reporting Periods:

Aug. 22 - Sept. 30	Fall Semester
Oct. 3 - Nov. 11	
Nov. 14 - Jan. 13	
Jan. 17 - Feb. 24	Spring Semester
Feb. 27 - Apr. 13	
Apr. 16 - May 25	

