

OUT WITH THE OLD, IN WITH THE NEW!

*What Volunteer Coordinators
Need to know.*



Webinar offered by the Florida Association of Partners in Education

Workshop Objectives

- Florida Association of Partners in Education (FAPE) *www.flpie.net*
- Closing out the year...*preparing for the Next Year*
- Recognizing your Volunteers & Business Partners
- Creating Next Year's Theme



Presenters



Michelle Roberge, FAPE President, District Volunteer Coordinator, Pinellas County Schools ~ robergem@pcsb.org



Misa Mills, FAPE President Elect, District Volunteer Coordinator, Seminole County Schools ~ misa_mills@scps.k12.fl.us



Liz Stark, FAPE Past President, District Volunteer Coordinator, Alachua County Schools ~ starkef@gm.sbac.edu

Florida Association of Partners in Education (FAPE)

- Promotes community & family engagement & partnerships in public education.
- Provides opportunities to network and share resources with volunteer and partnership coordinators.
- Find us at *www.flpie.net*



Closing out the year...*preparing for the Next Year – End of Year Check-list*

2017/2018 Calendar

Office of Strategic Partnerships *Family & Community Relations*

Important: Please do not schedule meeting/events when District Meetings are planned.

Volunteer System address - <https://focus.pcsb.org/volunteer>

Returning Volunteers will re-activate in the volunteer system. New Volunteers must complete the registration form and provide a copy of their legal/government issued photo ID).

Volunteer Registration Form 2-2948.

All questions please email robergem@pcsb.org or call 727-588-5050

July 31st Volunteers Will be Inactivated

August

- ☐ **01 Liaison Return – Welcome Back**
- ☐ **11 Volunteer System Training** – Admin, Lab/C112 – 9:00 a.m. to 11:00 a.m.
- ☐ **10 School Opens**
 - Set goals with manager –**Set School Staff Orientation Date** – Review Volunteer Program Processes. Complete liaison data form & return to district office.
 - Contact Mentors on start date.
 - Review School Calendar for Back to School Night(s) – Prepare Volunteer Packets – *Start Recruiting Mentor*

- Start the nomination process for the Outstanding School Volunteer – Senior, Adult and Youth categories

- ☐ **15 Five Star Award & Outstanding School Volunteer Workshop** – Admin 203ABC, 9:00 to 1:00 **RSVP Required.**
- ☐ **26 Mentor Recruitment Fair** - 14155 58th Street, North, Clearwater, FL

October

Five Star Board Recognition TBD

- Continue recruiting GATI Speakers
- Continue to recruit volunteers and business partners. Post Mentor workshops flyers

Develop an end-of-year check list

- Start to contact all volunteers, mentors and tutors
 - Reminder to Log Hours – are they returning...
 - Develop/Send out end-of -year survey
- Send Thank you note/emails. Remind them to come back next year!
- Develop end-of-year-State reports
 - Golden Schools, Five Star...OSV for next year



Closing out the year...*preparing for the Next Year – End of Year Check-list*

May:

- Year-End Program Report – Data from Volunteer System, Review w/Leadership Report – Outcomes and Projections
 - Develop next year goals and budget
- Develop Theme in District/School
- Set District Calendar dates for volunteer/partner recognition
- Set Training Dates for Staff Orientation, Mentors & Tutor Workshops – District Trainings
- Develop marketing materials/flyers



Closing out the year...*preparing for the Next Year – End of Year Check-list*

- Write your welcome back letters/emails/newsletters
- Prepare for Open House - 10 to 20+ new volunteer packets for the new school year.
- Kindergarten and new families coming to the district.

Include in the packet:

- Registration Form
- School Calendar/School Map
- Volunteer Interest
- Parent Guide



Closing out the year...*preparing for the Next Year – End of Year Check-list*

- Partnerships – Thank you letters, recognition in district and school newsletters.
 - Draft a partnership letter/Agreement for next year
- Great American Teach-in
 - Make a list of speakers to contact in the new year



Put an “Away Message” on phone and email before you leave for the summer break!

Recognizing your Volunteers & Business Partners



**Misa Mills, FAPE President Elect,
District Volunteer Coordinator,
Seminole County Schools**



Recognizing your Volunteers & Business Partners

School Based Recognition (make it easy)

- Certificate template signed by Superintendent
- Lapel pins for specific volunteer hours
- Volunteer ribbons



Recognizing your Volunteers & Business

Districtwide Celebration - Create a theme

The Story of the Starfish(Beach themed)
Little Red Wagon
Sneakers Derby

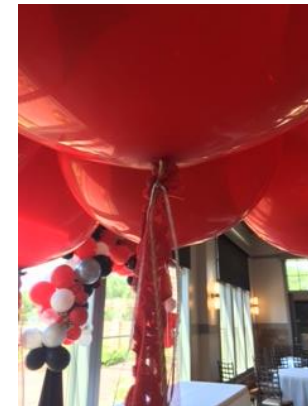
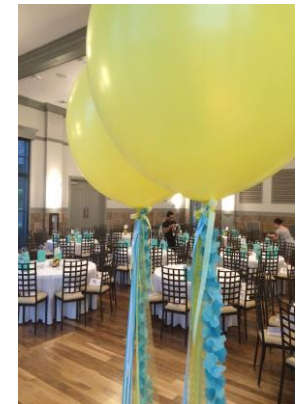
Use the theme to tell a story related to that school year:

Starfish - One person Making a Difference

Red Wagon - Working Together (sometimes you pull, sometimes you push)

Sneakers - Going the Extra Distance for Students

Derby - Running the Distance(working hard for our students)



Recognizing your Volunteers & Business Partners

Business Partners and School based support

Say THANK YOU!

Hand written note

JibJab

Email template

Small inexpensive gift



Creating Next Year's Theme

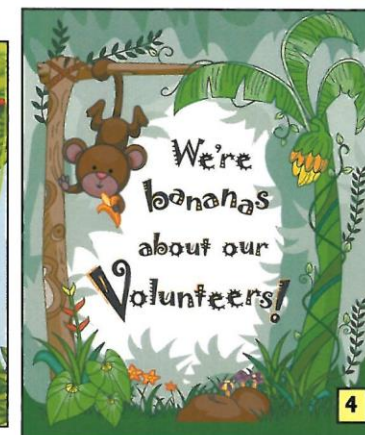
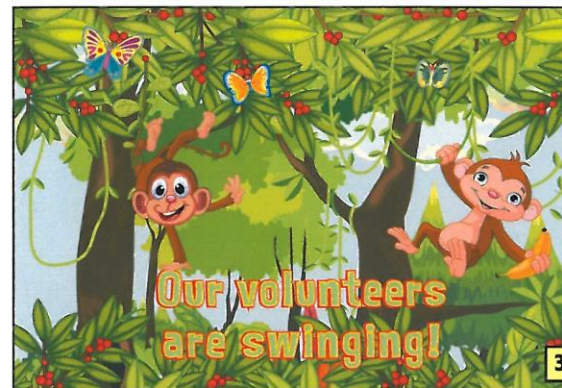
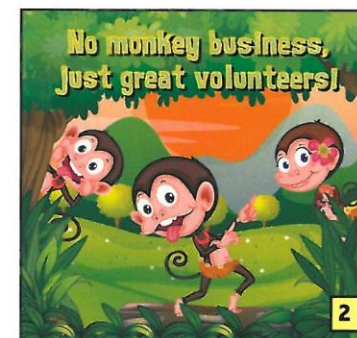
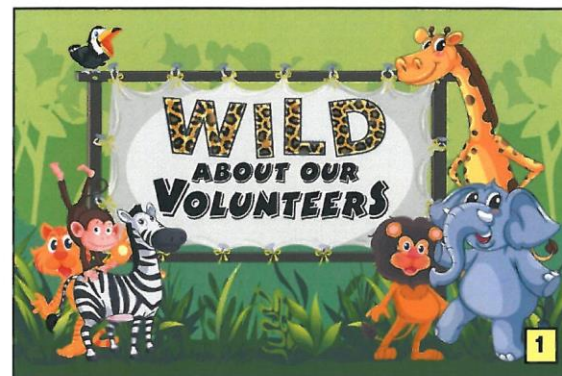


**Liz Stark, FAPE Past President,
District Volunteer Coordinator,
Alachua County Schools**

Creating Next Year's Theme

- ✧ Decide on your theme for the next year before school is out! This gives School Level Volunteer Coordinators time over the summer to work on their own ideas & materials.
- ✧ If you are a district coordinator, you can decide on recognition items and buy items when they might be on sale.
- ✧ Use Pinterest to find ideas! You can pin your ideas to a work board and share with volunteer coordinators.
- ✧ Ask for suggestions from your volunteer coordinators about the theme when you send out your year-end evaluation of the program.
- ✧ Work with your graphics department to design materials.
- ✧ The next five slides give you ideas for bulletin boards, posters, gift tags, centerpieces etc.

Wild About Our Volunteers!



More Helpful Phrases -- * Our volunteers don't monkey around!

* Volunteers give us something to roar about! * Swing into volunteering!

* Go wild for volunteering! * We have an "Ape"aling group of volunteers!

* Our volunteers are swinging! * Our volunteers are top bananas!

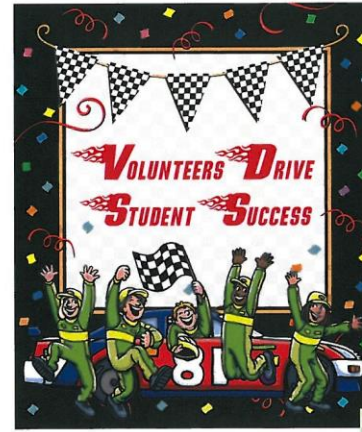
Place Order by Poster Number & Size:

1/19"x13"=60¢ -OR- 36"x24"=\$10.80 2/24"x24"=\$7.20

3/18"x24"=\$5.40 4/18"x24"=\$3.42 5/19"x13"=70¢

6/18"x24"=\$5.40 other sizes available upon request

Volunteers Drive Student Success!



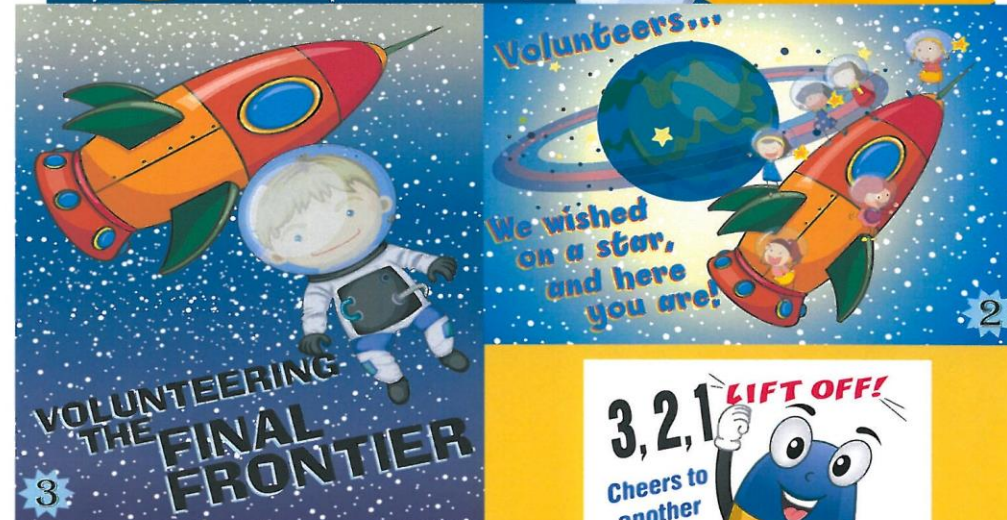
More Helpful Phrases & Buzz Words

- * Driven to Success
- * Burning Rubber
- * Pole Position
- * Race to Success
- * Checkered Flag
- * Caution lap/flag
- * Welcome to Team Volunteers
- * Volunteers Drive our Students to Success
- * Racing to Volunteer
- * Our Volunteers Keep us Driven!
- * You've Got the "Green Light" Volunteers
- * Tracking our Success
- * Horsepower
- * Full Throttle
- * Hairpin Turn
- * Pace Car
- * Pit Stop

Place Your Order for Posters Above Refer to Them by Number



Mission Possible With Volunteers!



More Phrases *Volunteers are a Blast!

- * We all shine on, thanks to our Volunteers!
- * Over the Moon for our School Volunteers!
 - * Volunteers Help Our Students Reach for the Stars!
 - * Twinkle, Twinkle, Volunteer We're So Glad that you are Here!

Place Orders for Posters Using the Number



Volunteers are Superhero's for our Students!



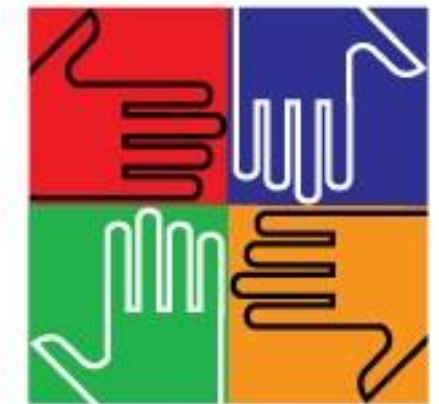
- More Helpful Phrases & Buzz Words
- * Hero up . . . Volunteer!
 - * Superheros Volunteer Here!
 - * Superheros Volunteer Here!
 - * School Action Heros!
 - * Be a Superhero for Your School!
 - * Being a volunteer pretty much makes you a superhero!
 - * You blow us away with your super powers!
 - * Real superheros don't wear capes, they volunteer!
 - * Volunteers Have Super Powers!
 - * School Volunteers are Superheros!

Place Poster Order and Reference Them by Number

Centerpieces



FLORIDA ASSOCIATION OF PARTNERS IN EDUCATION *WWW.FLPIE.NET*



The Florida Association of
PARTNERS IN EDUCATION

THANK YOU