

Westwood Elementary Volunteer Opportunities 2008-2009

Westwood is a great place for not only our students, but also our parents. We are excited to offer many volunteer opportunities and welcome your participation. We have jobs small and large, simple and complicated, short term and long term. We would love to have you join our volunteer team!

After reading through these volunteer opportunities, please be sure to complete the registration form on the last page and return it with your registration packet or drop it by the Volunteer Office. No special qualifications are needed, only a little of your time. We are anxious to see old volunteers from last year and are eager to meet new friends. Please volunteer. It's fun!

Bobbie Davis, Volunteer Coordinator

VOLUNTEER POLICIES

TB Test and Megan's Law Background Check

Proof of a **NEGATIVE TB TEST** is a District requirement for all school volunteers. A TB test is good for 4 years and a copy of the test result must be on file at school **BEFORE** you may volunteer. A TB Test will be given at several Poway schools for volunteers. Pick up a test site flyer in the Workroom for dates and times. If you are tested at one of these sites, you will also need a signed **TB TEST VOUCHER** (pick up one in the Workroom) to prove that you are a Westwood Volunteer. You may also have a test at your own doctor's office. Please take care of this **ASAP** and turn in a copy of the results to the Workroom.

BACKGROUND CHECKS: You will need to fill out a Megan's Law form to have a Federal/State background check (you only need to do this once, so if you did this last year, you don't need to do it again). Forms are available in the office, on the school website, or Volunteer Workroom. This is District policy for all Volunteers.



SIGN IN

For your safety (and our students' safety), we require that you sign in at the office each day you volunteer (or just stop by to visit). In case of emergency, we need to know who is on campus and where they are. Thanks for remembering to do this!

Whenever you are on campus, we ask that you wear a name badge. These help our staff know who is supposed to be on campus and who is not. Once you have had your TB test and had your background check, stop by the Workroom and leave your name so we can issue you a badge. If you volunteer irregularly or are just visiting, you may use one of the temporary badges by the sign in book in the Office.

NAME BADGES

MY NAME IS

TB TESTS

Be sure to get your TB Test results in ASAP!

**VOLUNTEER
JOB
DESCRIPTIONS**
 **Bobbie Davis**
Volunteer Coordinator

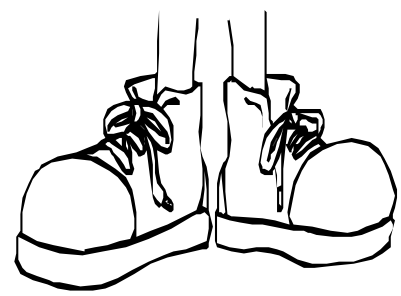
SHOEBOX SCIENCE

Shoebbox Science is a wonderful program that allows students to check out science experiments (to be conducted at home). Experiments come in shoeboxes and are checked out like a library book. Volunteers would come once a week to check through kits and replenish supplies to keep them complete.



RUNNING CLUB

Tuesday & Thursday mornings (during Recess)
 Tuesday (during PM Kindergarten Recess):
 Students enjoy participating in this informal "club". They are invited to jog (or walk) on the track twice a week during recess. Every time students run 5 miles, they are given ribbon recognitions. Volunteers are needed TUESDAYS AND/OR THURSDAYS 9:30-10:45AM to hand out lap cards and cheer on the runners. Volunteers are also needed on Tuesdays (or Mondays) from 1:05-1:20PM to hand out cards during PM Kindergarten. It's fun!

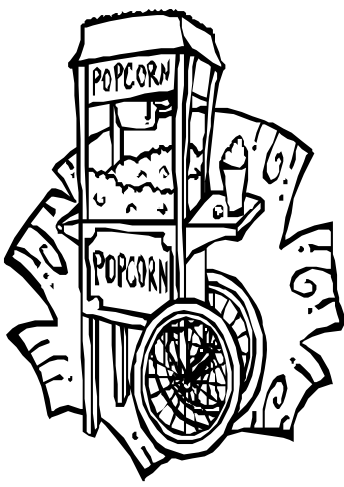


POPCORN SALES



(Fridays after school)

Do you love the scent of popcorn popping? This job is for you! Parents are needed to make and sell popcorn on Fridays after school (to support Student Council). Your assistance here will produce lots of smiles from buyers and sellers. A weekly commitment is appreciated but not mandatory.



LIBRARY

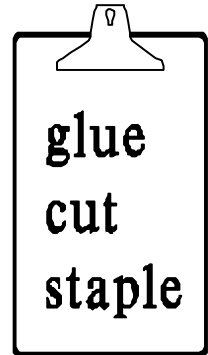


Classes visit the library during the week to check out books, do research, use the computers, and hear a story. While our librarian is busy with students, she could use help with other tasks like shelving books, checking books out to students, checking in books, and helping students find that particular book they're looking for. She would like volunteers to come in once a week (time and day of your choice) to help with these jobs and others. Please check off Library if this job interests you.

WORKROOM



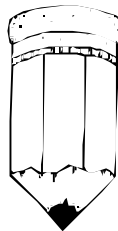
The Volunteer/Teachers' Workroom can use your help. We do all sorts of teacher prep (copying, cutting, pasting, stapling, laminating, collating, and other fun stuff). A working knowledge of glue sticks and scissors is helpful but not necessary. There is possibility of rapid advancement to the laminator, Ellison Gutter, and other exciting pieces of equipment. We have a shelf of "things to do" that teachers drop off. Some work can be taken home, some work is quick (in case you have a few minutes before you pick up your child), some work is longer, but all work is easy and can be done while visiting with other volunteers. Be sure to check off Workroom on your registration form.



CLASSROOM



The teachers need you! Each teacher has individual needs in this area. These differ by age group being taught as well as the personality of the teacher. You might be asked to prepare classroom materials, check spelling papers, work at centers, or plan a party. Each teacher makes his/her own schedule but it usually is a weekly commitment. Sign up sheets are in most classrooms at Back To School Night or talk to your teacher as soon as school starts.



AT HOME OR ON CALL



Many projects can be done at home. It may involve computer work, cutting, etc. Stop by the Volunteer Room anytime to check the Teacher "To Do" work. Also, office help is needed a few times a year. Help with registration and kindergarten enrollment requires a few hours once a year. Sign up for On Call to be called when odd jobs that come up require help.

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VISION AND HEARING TESTING

During the fall, we need help screening students for hearing and vision proficiency. The job involves escorting students to and from the testing room. Volunteers also help keep the testing site quiet and may be asked to record. This is a once a year commitment for a couple hours.



AMBASSADORS

Do you speak another language? Westwood needs parents that would be willing to help when non-English speaking families enroll. Ambassadors would help answer questions, possibly give school tours and give support to new families. Time commitment would vary.



Hola!

LOST AND FOUND

Westwood's Lost and Found needs help. Every year our supply of sweatshirts, lunchboxes, hats, and coats grows. It's very difficult for children to find lost articles because of the thick piles to sort through. Volunteers would help sort and organize lost and found and once a month arrange for charity pickup. 😊😊😊😊😊😊

MUSIC



If you have experience playing an instrument, please sign up to help with the 5th grade music program. Under the direction of the Music Director, volunteers would help students individually as often as one time a week.

VOLUNTEER REGISTRATION

Yes! I am interested in being a Westwood Volunteer!

Name -----

Phone -----

Email -----

Children's Names and Grades

I am interested in:

- | | |
|----------------------|----------------------|
| _____Shoobox Science | _____Classroom |
| _____Running Club | _____Music |
| _____Popcorn Popper | _____Ambassador |
| _____Library | _____Vision/Hearing |
| _____Workroom | _____Lost & Found |
| | _____At Home/On Call |

Thanks so
much!

Other talents or interests you would be
willing to share:

MEGAN'S LAW FORM:

_____Attached_____Already on File
Or Turned in with Registration papers _____

TB TEST RESULTS:

_____Attached_____Already on File
Or Date you will be tested _____

ONLY 1 FORM PER FAMILY!

PLEASE FILL OUT FORM EACH YEAR!