

SUNNYSLOPE ELEMENTARY SCHOOL VOLUNTEER PROGRAM

Parents and community members play an important role at Sunnyslope School by volunteering for a variety of projects during the school year. Volunteers work in and out of the classrooms, tutor students in math and reading, help at Meet Your Teacher, with Vision and Hearing Screening, Picture Day, Field Day, and other PTA sponsored events. There are opportunities for daily volunteering at specific times and events that need volunteers only once a year.

There is something for almost any interest. While most of our volunteering occurs during school hours, there are occasional needs for volunteers before and after school and some evenings. The Sunnyslope Volunteer Program can accommodate nearly any work schedule! Let us know if you have any special skills or talents you would like to share. We will find a way to use them! Whether a volunteer wants to help just now and then, or on a regularly scheduled basis, we encourage you to become involved.

Every year our school benefits from thousands of hours of volunteer service from both parents and members of the community. Please consider volunteering; it benefits our students and teachers, and you will be surprised at how good it makes you feel as well!

THE APPLICATION PROCESS

To provide a safe environment for our students and staff, District policy requires all volunteers to complete a Washington State Patrol background check. Any of our office staff are available to help you complete this application and our Volunteer Coordinator will notify you when the process has been completed. It is quick, confidential and done at no cost to you. If a background check has been

done at another South Kitsap school, it is not necessary to repeat the process. Let us know at which school your background check was done, and we will contact that school for a copy. You will not be able to start volunteering in this building until the results of the background check have been received here. It is, therefore, helpful if you begin the process as soon as possible.

All volunteers should complete a Volunteer Information sheet, available in the front office. This will provide us with information about your area of interest as well as your availability.

GETTING STARTED

Once your clearance is on file, you may begin volunteering. If you would like to work in your child's classroom, please contact that teacher directly. Teachers will also need parents for special occasions, such as parties and field trips. The teacher will let you know when these opportunities occur.

If needs arise outside the classroom, our Volunteer Coordinator will send an email stating the specific need and request help from any volunteer interested. Generally, volunteers are contacted a week or two in advance but occasionally there will be more (or less) notice. You will receive information about the project, when it occurs, what type of help is needed and how much time is involved. You may accept or decline the request. Unfortunately, due to our limited capacity, we are not able to accommodate volunteers with younger children on site. This is for the safety of your younger children and our learning environment. However, there are some volunteer jobs that can be worked on at home. You may inquire with your student's teacher or the volunteer coordinator to find the best fit for you.

ARRIVING AT SCHOOL

Volunteers should park in the main lots. Please do not park in the bus lanes during the school day. All

volunteers and visitors are required to check in at the main office and sign-in on the clipboard located on the office counter. Please indicate the date and time of your arrival, your destination or project, and the time of your departure. This allows the staff to locate you if necessary and for the Volunteer Coordinator to keep an accurate record of your volunteer hours. Name badges are provided for all volunteers and visitors to use when in the building. A map of the school is available if needed and the office staff will be happy to direct you to your destination!

SCHEDULE CONFLICTS

If you are unable to help as scheduled, please contact the Volunteer Coordinator as soon as possible. Some projects require a precise number of volunteers and a replacement may have to be found for you. If you assist a staff member or teacher on a regular basis and can't come at your normal time, again please contact them so they can plan for your absence.

Occasionally, a project may need to be rescheduled or cancelled. If that happens, you will be contacted and given as much notice as possible.

UPDATING INFORMATION

If you find that an activity is not to your liking or that you prefer to volunteer in another capacity, be sure to let the Volunteer Coordinator know. It is important to us that you enjoy your volunteer time! You should also let us know if you have a change of address or phone number, a change in the times you are available or other information that would affect your volunteer activities. Volunteers may fill out a new volunteer information sheet (located in the main office) to update their information at any time. Background checks will be done every two years.