

Cameron ISD Volunteer Guidelines

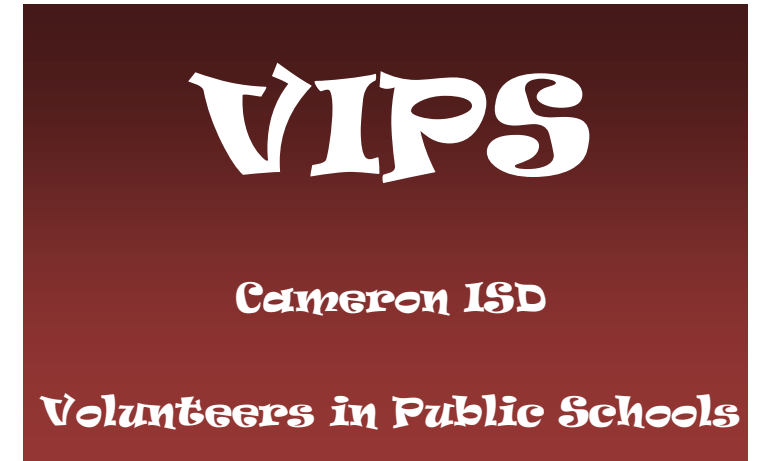
The principal will determine specific guidelines regarding dress, whether you may bring small children when you are volunteering, etc.

- Complete and return a volunteer application to your campus VIPS Coordinator (counselor).
- Sign in, record your hours, and wear your name badge.
- While on campus, you may overhear conversations regarding staff or students. Please adhere to strict rules of confidentiality and do not repeat what you've heard.
- Follow district and campus-specific rules and regulations regarding dress, dependability, security, safety and discipline.
- As a representative of Cameron ISD, avoid expressing differences of opinion or dissatisfaction with teachers, staff, or other volunteers while on campus.
- Respect teachers' time. Personal concerns should be addressed at a scheduled parent conference.
- Never transport a child in your vehicle while on duty as a campus volunteer.
- Make sure your cell phone is on silent while in the classroom.
- In the classroom:
 - ❖ Be on time
 - ❖ Serve under the direction of the teacher
 - ❖ Do not discipline students
 - ❖ Work with students in an open area
- Any concerns or questions regarding your volunteer experience should be directed to the VIPS coordinator (counselor) or the principal.

For more information on volunteering contact your Campus VIPS Coordinator:

Ben Milam Elementary
(254)697-3641

Cameron Elementary
(254)697-2381



An easy little how-to guide on
volunteering in Cameron ISD

Cameron ISD Volunteers in Public Schools

Who are they?

Anyone who has the heart, energy, and enthusiasm to work with us in providing a quality education for our students can be a volunteer. "VIPS" is an all-inclusive term that applies to those who contribute their time and talents to a school. Cameron ISD Volunteers in Public Schools are all ages and come from all cultures and backgrounds. Their professional and personal experiences are unique but they share a common belief that they can positively impact a child's life.

How do you become a Cameron VIPS?

- Complete a campus volunteer registration form. This form may be sent home in your child's folder or obtained in the office at your school.
- Return the completed form to your campus.
- Depending on your volunteer assignment, you may receive specific training and information.
- Please ask questions and tell us what you think!



What if you work outside the home?

Not to worry! Many volunteer activities can be completed off campus or after school. There are things that can be done at home! Whether it's helping with the school carnival, lending a green thumb to campus beautification projects, chaperoning a fieldtrip, or helping to provide treats for the staff, your talents are needed and appreciated. We'll find something for you to do!



What does a Campus VIPS Coordinator do?

- Coordinates campus volunteer activities with the principal, staff, and the PTO President.
- Coordinates recruitment and placement of campus volunteers.
- Provides training and orientation and coordinates recognition of campus volunteers.
- Evaluates and monitors the campus volunteer program.
- Collects and reports volunteer hours and numbers to the campus administrator.

Who should register and record volunteer hours?

- Parent Volunteers
- Community/business volunteers
- Guest speakers
- PTO club members
- Teachers who volunteer their time (without pay) outside the Cameron ISD assigned duties...not for their own classroom...may record volunteer hours.

Where and why should I sign in?

- Sign in at the front office, using the V-Soft system. You will need your state issued ID.
- To maintain the safety of our students and your personal safety.
- So administrators know who is on their campus at all times.
- To measure community involvement.
- To help us track the growth of volunteerism in Cameron ISD.
- To verify your volunteer hours.
- To help calculate a total hours and dollar value of time donated to the students of Cameron ISD.

When do I record my hours?

- Every time you volunteer at school.
- Every time you do volunteer work at home or off-campus on behalf of the school.

What is included in reportable hours?

- Time spent:
 - ❖ On campus during school hours
 - ❖ Working on projects off campus or at home, (cutting, baking, etc).
 - ❖ Chaperoning
 - ❖ Baby sitting for a mom or dad who is volunteering.
 - ❖ Helping with the PTO club.