

VOLUNTEER GUIDELINES

Be Dependable!

Come when promised and on time. Students, staff and other volunteers count on you. If you are unable to make it, call the office at 763-561-6870 and leave a message for the teacher or Volunteer Coordinator.

Communication!

Keep the lines of communication open with staff, the Volunteer Coordinator and other volunteers.

Confidentiality!

By accepting the role of volunteer and working closely with students, you need to be mindful of other's Right to Privacy.

Acceptance!

Be accepting of the students and situations you may encounter! Try to look at the whole picture and the factors involved.

VOLUNTEER PROCEDURES

Stop in the Office!

Stop in the office immediately upon entering Park Brook.

Sign In / Sign out!

Sign in at the office in the Volunteer Book that sits on the front counter. Volunteer sheets are in alphabetical order. Be sure to sign out when you leave, recording the time you spent volunteering.

Pick up your name tag!

Please wear a name tag while you are at Park Brook.

ON-GOING-OPPORTUNITIES

At Home Helper

Boxtops for Education

Food Perspective (taste testing)

Labels for Education

Media Center Helper

Materials Helper (In school)

Partners In Art

Special Events/ Projects

Wednesday Envelopes

ONE-TIME OPPORTUNITIES

Bingo Committee

Book Fair

Field Trip Chaperone

Mile Run

School Carnival

Sixth Grade T-Shirts

Vision / Hearing Screening

ON-GOING VOLUNTEER OPPORTUNITIES

AT-HOME HELPER

Assist the staff by doing various tasks at home. A variety of activities may be included: putting booklets together, cutting, tracing, etc. All supplies will be provided along with clear instructions. Projects are usually sent home with the child or can be picked up in the Volunteer Coordinators office.

Time requirement: Varies by teacher and tasks required.

BOXTOPS FOR EDUCATION

Collect Boxtops from the bin located in the office. Count them and bundle them . Can be done at home or in school. Will train. Very easy!

FOOD PERSPECTIVES

Participate in consumer taste tests. Tests are scheduled for days and evenings at various locations. You will receive a check after the test and out PTO will also receive payment.

Time requirement: Varies on the food being tested.

MEDIA CENTER HELPER

Assist in the Media Center by shelving books, clerical help, and filing. Training will be provided.

PARTNERS IN ART

Using art prints from the Minneapolis Institute of Arts, volunteers will discuss various elements of art with the Park Brook students. A training session at the Art Institute will be provided and is required. All grade levels participate in this program which takes place in the spring.

Time Requirement: 15-30 minutes per class

SPECIAL EVENTS AND PROJECTS (SKILLS)

Assist the Park Brook staff by making “Special Events” even more special with your time and talents. Occasionally we need volunteers who have talents such as woodworking, carpentry, needlework, and sewing or calligraphy skills. Please let us know if you have a special skill and would like to share it along with your time during one of our events.

Time Requirement: Time will vary depending on the project or event.

WEDNESDAY ENVELOPE

Assist the Kindergarten teachers by stuffing Wednesday envelopes with handouts provided by the school.

Time Requirement: Usually 30-45 minutes on Wednesday around Noon.

ONE-TIME OPPORTUNITIES

BINGO COMMITTEE

Help plan and work at the Bingo family events. We have one in the fall and usually another in the spring.

Time Requirement: Approx. 2 hours per Event.

BOOK FAIR

The Book Fair takes place at conference times in October and again in January after school and in the evening. You help the students make selections, sell the books and keep the sale running smoothly.

Time Requirement: 1-2 hour during the book fair.

FIELD TRIP CHAPERONE

Assist the staff by chaperoning students during various grade level trips in and around the Twin Cities.

Time Requirement: Time varies from 2 hours to all day.

MILE RUN

Assist the staff during this event by either directing traffic (training will be provided) or pouring and serving water to the runners.

Time Requirement: 1 hour

SCHOOL CARNIVAL COMMITTEE

Help plan and run the carnival which is held in April.

Time Requirement: Monthly meetings prior to the event and a shift during the Carnival.

SIXTH GRADE T-SHIRT COMMITTEE

Obtain signatures of students and order T-shirts for sixth graders.

Time Requirements: 1 hour

VISION/HEARING SCREENING

Volunteers are needed to assist with the vision and hearing screenings done in October. Volunteers will be instructed on the screening procedures. It is not necessary to have any nursing experience.

Time Requirement: 2 hours.