



*“Discover why some of the richest people in the world are not millionaires, they are volunteers.”
- Jobail Barcelona*

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Welcome Message

Welcome Williamson Central School Volunteers! We are thankful that you have chosen to volunteer your time, talents, knowledge and unique abilities to our students. With the support of volunteers such as yourself, the opportunity to meet the individual needs of each of our students is greatly increased. Whether you are comfortable working directly with students or not, there is a place for you to volunteer. In addition to the other benefits, volunteering in a 21st Century School will allow you to appreciate the vast educational experiences Williamson Central School students receive every day.

This handbook is designed to provide you with practical information that will assist you in your volunteer placement. It is our goal that the time you spend with our students or on a particular project will be as worthwhile and rewarding for you as it will be for our students or special projects. If you have any questions that have not been addressed in this handbook, please feel free to talk with the Teacher, Principal or Director of the program for which you are assigned.

We hope this handbook builds your confidence and gives you some direction so that you feel as if your time spent here is worthwhile. The education of the youth of today takes a whole community. Caring members of our community like you bring new energies and resources into our schools and your efforts are very much appreciated.

Volunteer Program Goals

- ✓ To enhance our students' learning by utilizing the talents and resources of our community members.
- ✓ To foster an environment that encourages communication between our students, their homes, and the community.
- ✓ To assist in providing the best possible learning environment for all our students.

"I always wondered why somebody didn't do something about that. Then I realized I was somebody."

--Lily Tomlin

Volunteer Opportunities

Listed below are just a few of the numerous ways in which you can volunteer in our schools.

Extend the teachers' teaching time:

Reinforce spelling, phonics, math, language skills with games

Assist students during seatwork

Perform clerical tasks

Listen to a student read

Check students' work

Assist students in memorizing math facts

Assist students at learning centers

Read stories to students

Hang up student work in the hallway

Expand the resources of the school:

Display personal collections (stamps, coins, baseball cards)

Show slides or artifacts from your trips to other countries

Ride buses and chaperone field trips

Share your profession with students

Support whole school programs:

Assist librarian with book returns and/or book repair

Perform clerical tasks for the office

Participate in a school-wide initiative

Enlist the community as a partner:

Provide a bridge between school and community

Stimulate greater citizen understanding

Encourage community support of school programs

“Never doubt that a small group of committed people can change the world. Indeed, it is the only thing that ever has.”
--Margaret Mead

Volunteer Requirements

The safety of our students is our number one priority. Therefore, all volunteers who work in the classrooms are required to submit an application which must be notarized, provide three references, have drivers' license scanned and be approved by the Board of Education as stated in Policy 3270.

As a volunteer you will be contributing to the image of the school in the eyes of students, their parents, and the community. Part of your responsibility is to maintain a positive image for the school, which is in the best interest of students and the entire community.

Familiarize yourself with our school district and each of the three schools by visiting our website at <http://www.williamsoncentral.org/>

Guidelines for Volunteers

As a school volunteer you may notice students disobeying school or classroom rules. Your responsibility is to call such matters to the attention of the teacher or other supervising school personnel. Never take corrective measures into your own hands.

If you are unable to make it to school when you are expected, please call the school and leave a message. Similarly, school staff will contact you if your time is canceled or changed for any unforeseen reason.

Confidentiality

We ask that you respect the confidentiality of our students, parents, faculty and staff by not discussing information that you hear or see when volunteering in our schools. If you have a concern regarding something that you hear or see, it should be discussed with the school personnel that you are working with and in a confidential setting. It is important that we respect the privacy of all and do not discuss these matters publicly.

“When you volunteer it means you give yourself without any regression, without condition, but with full devotion.”
- Faith Tomaquin

Frequently Asked Questions

Why do I need to be screened?

The welfare and safety of our students is our primary concern. To insure this, we follow recommended screening procedures for the specific types of volunteer services provided. We also find that the volunteers feel it is in their best interest to complete the screening process.

What kind of experience do I need to volunteer?

No experience is necessary, although if you have special skills or training, we will try and match those with our opportunities. We provide any training that would be necessary for specific assignments. Ongoing opportunities for training will be shared with you if you are interested in participating.

Where do I park?

You are welcome to park in any of the designated parking lots. There are handicapped accessible parking spaces at each of the schools.

Where do I go when I arrive at the school?

Upon arriving at any of the schools to volunteer, you should always stop at the Main Office to sign in and get a badge. The secretaries will be able to answer any of your questions or direct you to your volunteer assignment.

Is it okay for me to volunteer in my child’s classroom?

Absolutely! However, depending on the number of other volunteers already working in any given classroom we may suggest another way in which you can volunteer.

Who do I go to if I have a concern about something that I see or something a child says to me?

We ask that in this situation that you relay your concern to the teacher/coach or director that you are working with. He/she will make sure that it is dealt with in the appropriate manner.

Volunteering in a Classroom

Students Learn by:

- ✓ *Doing, not by observing*
- ✓ *Asking questions and searching for answers*
- ✓ *Discovering, experimenting and repeating experiences which build confidence*
- ✓ *Using all their senses whenever possible*
- ✓ *Working in cooperative groups*

Volunteers can assist students by:

- ✓ *Maintaining a relaxed friendly attitude that creates the best atmosphere for learning. Smile often!*
- ✓ *Learning the names of the students and using them often*
- ✓ *Accepting each student as an individual*
- ✓ *Being patient*
- ✓ *Providing help and assistance without doing the work for the students*
- ✓ *Referring disciplinary problems directly to the teacher or school administrator*

“We are prone to judge success by the index of our salaries or the size of our automobiles, rather than by the quality of our service relationship to humanity.”

-Dr. Martin Luther King, Jr.



Williamson Central School Mission Statement

To provide a learning community that inspires character, service, knowledge and wisdom.

School Phone Numbers

Williamson High School

315-589-9621

Williamson Middle School

315-589-9665

Williamson Elementary School

315-589-9668

Williamson District Office

315-589-9661

Williamson C.S.E. Office

315-589-8308

Williamson Transportation Department

315-589-6901

Volunteer Application Instructions

Thank you for your willingness to volunteer for the Williamson Central School District. To ensure the safety of our students and faculty, you **MUST** complete this application and be approved by the Williamson Central School District Board of Education.

Here is some information on how to get started sharing your time and talents with us.

1. Read the Volunteer Handbook thoroughly
2. Complete the Volunteer Application Form
3. Complete the Volunteer Availability Form
 - ✓ This form provides basic information about you and your volunteer interests.
4. **You must bring your Volunteer Packet to the District Office to complete the Application Process (it needs to be notarized and your driver's license scanned) before Board approval.**
5. Provide us with the names and addresses of 3 references

Volunteer Application

Name _____ Phone number _____

Address _____

Have you had previous volunteer experience? _____ Yes _____ No

If so, what did you do? _____

Hobbies/Interests _____

Please circle which grade you would prefer: Pre-K K 1 2 3 4 5 6 7 8 9 10 11 12

What type of volunteer service are you interested in?

_____ Classroom Support

_____ Volunteer Coach (must have coaching certification)

_____ Chaperone

Have you been arrested, tried, or convicted of a crime in the last ten (10) years? _____ Yes _____ No

If yes, please explain: _____

A record of conviction will not necessarily disqualify an applicant.

References: Please list 3 persons not related to you.

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Years Known</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I affirm the statements made on this profile are true. All statements are subject to verification.

Signature _____ Date _____

Williamson Central School
District Office
PO Box 900
Williamson, NY 14589
(315) 589-9661

*Williamson Central School District
Volunteer Acknowledgement Form*

*I have read this volunteer handbook and understand my
responsibilities as a school volunteer.*

Signature

Date

*Please return all forms in person to the District Office. Your
application is not complete without a notary signature and your
driver's license being scanned.*

Volunteer Availability Form

Name: _____

Address: _____

Phone Number: _____

Cell Phone Number: _____

E- Mail Address: _____

Special Interests or Talents: _____

I am able to volunteer for approximately _____ minutes, or _____ hours on the day I volunteer.

Please circle the times, days and months you are available below:

	Mornings	Afternoons	Either						
	Monday	Tuesday	Wednesday	Thursday	Friday				
Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June

Criminal Record Check Waiver

I, _____, having been born on ____/____/____,

Currently residing at: _____

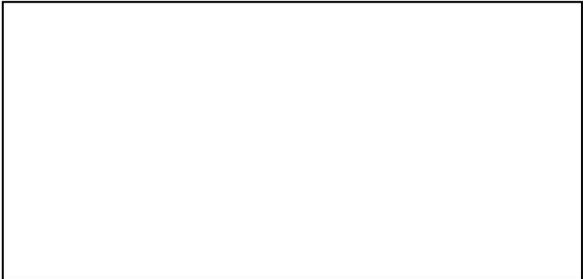
Do hereby grant permission to the Williamson Central School District to inquire into my personal background to determine if I have been arrested. This information is for the purpose of Volunteering for the Williamson Central School District.

Signature
(to be signed in front of Notary)

Date

Notary Signature

Date



Notary Stamp