



LYNNHAVEN MIDDLE SCHOOL PTA VOLUNTEERS IN EDUCATION 2009 - 2010

The LMS PTA is looking for volunteers to help in various areas at school. There are many opportunities to volunteer during school hours as well as those that can be done at home or after school. Volunteer job descriptions are included on the back of this form. If you are interested and would like to get involved, please fill out this form and return it to school by **September 18**. Any time you can spare is greatly appreciated! If you have questions or need more information, please call or e-mail VIE coordinators, Dawn Dovel at 498-1212 or thedovels1@verizon.net, Dawn Coutts at 340-5607 or dacouttsx2@aol.com, or Heather Lewis at 340-6916 or khlewis4@verizon.net. Thank you!

(Please Print Clearly!!!)

NAME: _____ PHONE: _____

ADDRESS: _____

EMAIL ADDRESS: _____

STUDENT'S NAME: _____ TEAM _____ Grade _____

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Volunteer Opportunities **During** School Hours: (See descriptions on back of page.)

- Front Desk (Please check: morning shift, 8:45 AM-9:30 AM afternoon shift, 3:00 PM-3:45 PM)
- Quarterly Newsletter Work Party Volunteer in Classroom Clinic
- 8th Grade End of Year Social School Pictures
- Concession Sales at Home Games School Landscaping
- Dance Ticket Sales (during lunch) General Volunteer

Volunteer Opportunities **After** School Hours: (See descriptions on back of page.)

- Chaperone School Dances Send in Food/Baked Goods
- School Landscaping LMS Apparel Sales
- Annual Dinner Theater Silent Auction Committee
- Reflections Guidance Advisory Council

School Volunteer Agreement

I have read the School Volunteer Guidelines, including the Code of Ethics, and agree to abide by these guidelines. (See guidelines on back of page.)

Signature & Date

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****Please make sure to log in your volunteer hours. Volunteer forms will be found in the notebook located in the main office.**

Front Desk:

- Sign in students arriving late, sign out students leaving early, greet/sign in visiting parents, assist office staff as requested.

Clinic:

- The first week of school, the clinic needs volunteers each day to assist the nurse in recording students' height and weight. Throughout the year, volunteers are needed to help check in late arrivals and check out early releases, take temperatures and give lots of TLC, file and record data.

School Pictures:

- Assist photographers in assembling students for their school photos in September and/or in the spring.

General Volunteer ~ may include the following:

- Selling dance tickets, selling sweatshirts/T-shirts at home games and PTA programs, selling concessions at home games and during exam week, Book Fair, hall monitor during testing.

Quarterly Newsletter Work Party:

- Help organize, assemble, and prepare the LMS newsletter as needed. (No more than 4 times a year.)

Guidance Advisory Council (GAC)

- The Counseling Department is looking for volunteers to be members of Lynnhaven Middle School's Guidance Advisory Council (GAC). The GAC is comprised of people who are representative of our school and community: students, parents, administrators, faculty, businesses, universities, and other local agencies appointed to both advise and assist the school counseling program. GAC's primary function is to review the comprehensive developmental guidance program and to make recommendations, in an advisory capacity, for guidance programming based on the needs of all students in the school and available resources. The committee meets three to four times per year. Interested people please contact our guidance office associate, Ms. Eben Brumfield at 496-6790. ext 61615.

School Volunteer Guidelines

Procedures for All Volunteers

1. Report to the office to sign in and out.
2. Wear identification badges provided by the school while participating in volunteer activities.
3. Work under the direction of school staff, recognizing that instructing, supervising, grading, and disciplining students are school staff responsibilities.
4. Work in collaboration with school staff to plan volunteer activities. When possible, school staff will match volunteer talents with tasks assigned.
5. Communicate with designated staff members to assure clear expectations, task assignments, and feedback on volunteer activity.
6. Adhere to the Virginia Beach City Public Schools Volunteer Code of Ethics revised by the Superintendent August 2008.

Code of Ethics

DEPENDABILITY... A volunteer shall be responsible for his/her scheduled times and must notify the school staff if not able to meet this commitment.

RESPECT FOR AUTHORITY... A volunteer shall respect the authority of the school and the school administration.

CONFIDENTIALITY... A volunteer shall not discuss school matters or information concerning students outside the classroom with anyone but the designated school staff.

IMPARTIALITY... A volunteer shall favor no one side or party more than another in all school situations.

OBJECTIVITY... A volunteer shall not let his/her personal feelings enter into his/her work as a volunteer.

APPEARANCE... A volunteer shall dress appropriately, always remembering that he/she is setting an example for the students.