

# Volunteer Orientation



**Reagan**  
**PTA**<sup>®</sup>  
*everychild.onevoice.*

# Volunteer Program Goals and Philosophy

## **LISD Volunteer Program**

*To enrich the quality of education for the district's students by providing opportunities for parents and community members to become actively involved in Leander ISD schools.*

# How Do I Volunteer?

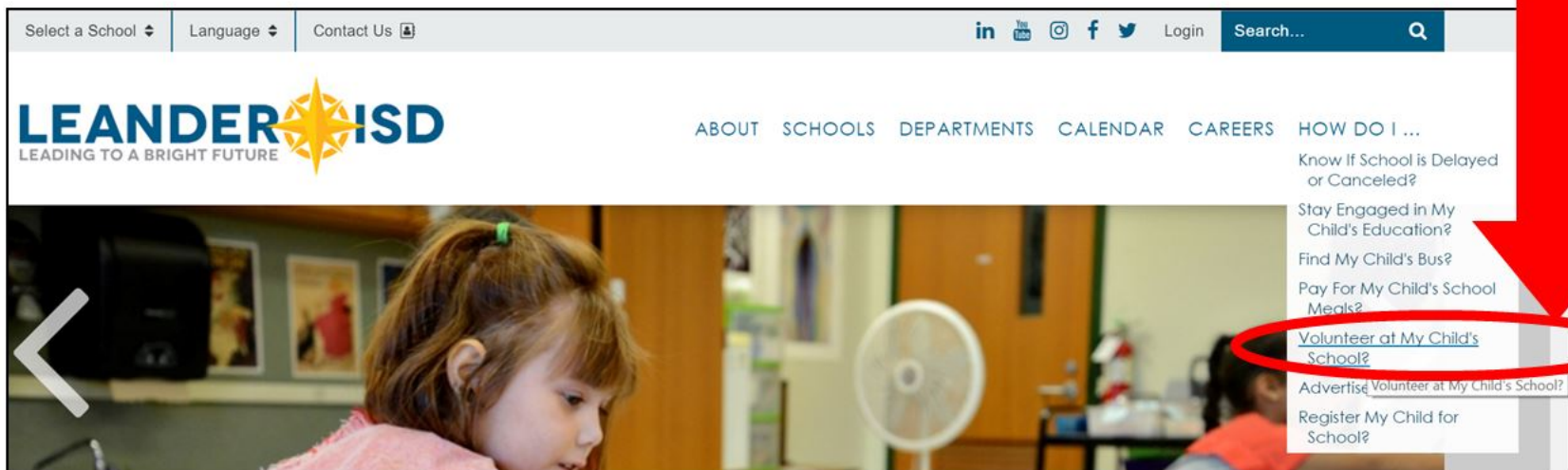
## **Three Step Process**

- 1) Application
- 2) Criminal Record Check
- 3) Approved

# How Do I Volunteer?

## 1) Application

Submit your application online at  
[www.leanderisd.org](http://www.leanderisd.org)



The screenshot shows the top navigation bar of the Leander ISD website. It includes a search bar, social media icons, and a 'Login' button. The main navigation menu is visible, with the 'HOW DO I ...' dropdown menu open. The 'Volunteer at My Child's School?' link is circled in red, and a large red arrow points to it from the right side of the image.

Select a School ▾ Language ▾ Contact Us ⓘ

in YouTube Instagram Facebook Twitter Login Search... Q

**LEANDER ISD**  
LEADING TO A BRIGHT FUTURE

ABOUT SCHOOLS DEPARTMENTS CALENDAR CAREERS HOW DO I ...

- Know If School is Delayed or Canceled?
- Stay Engaged in My Child's Education?
- Find My Child's Bus?
- Pay For My Child's School Meals?
- Volunteer at My Child's School?**
- Advertise Volunteer at My Child's School?
- Register My Child for School?

# How Do I Volunteer?

## Community Services

After-School Enrichment

Booster Clubs and Fundraisers

Business Partners

Clothes Closet

Committees

Community Education Opportunities

Facility Rentals

Financial Leadership LISD

Flyer Distribution

Leander ISD Educational Excellence Foundation

Literacy Partners

Mentorship Program

PTA

Senior Citizen Gold Card

Staff Perks

Volunteer

Watch DOGS



For the safety of our students, Leander Independent School District requires all potential volunteers who plan to work at any campus to receive a background check by the Department of Public Safety (DPS). This check will be completed using the Raptor Volunteer Management System.

### How to become an LISD Volunteer:

1. Complete and submit the \*NEW\* Raptor Volunteer Application: [English](#) | [Español](#)
2. The background check should be complete in 2-3 business days.
3. Once approved, an email will be sent to the volunteer containing their login credentials and account information for their virtual volunteer profile.

### What if the volunteer did not ever receive or has misplaced the email containing their password?

Visit [www.v-volunteer.com](http://www.v-volunteer.com), enter the volunteer's email address and click "forgot password" to receive new login credentials.

### Frequently Asked Questions

### [Volunteer Application Tips, Errors and FAQ's](#)

LISD's volunteer program is the envy of other districts across the state. Last year, more than 14,000 LISD volunteers donated countless hours, contributing time and energy and demonstrating the importance of education to a generation of impressionable students.

FOLLOW LISD COMMUNITY RELATIONS!



Questions or interested in getting involved? Please contact your campus coordinator or the district volunteer coordinator Shannon Lombardo.

### Additional Resources

- [Volunteer Handbook](#)
- [Volunteer Orientation Power Point](#)

# How Do I Volunteer?

## 2) Criminal Record Check

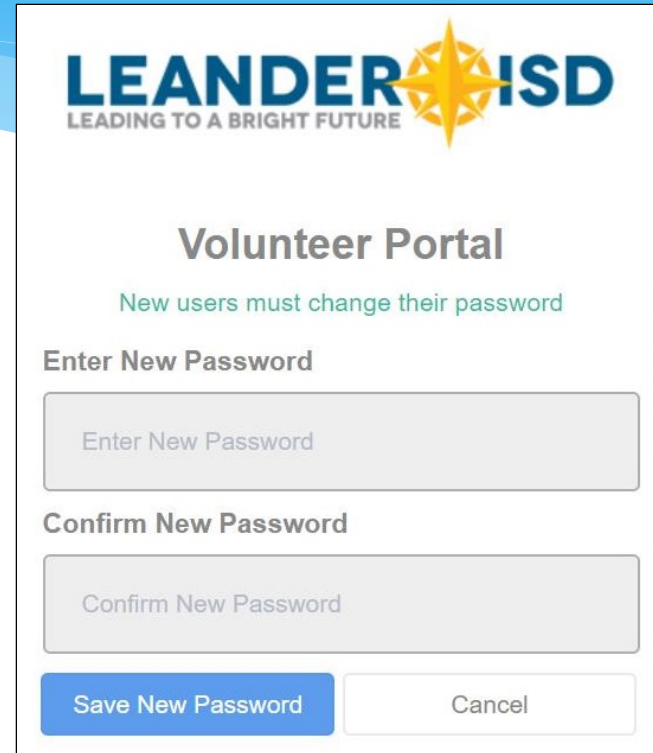


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# How Do I Volunteer?

## 3) Approved

- \* Confirmation e-mail
- \* Access to Volunteer Portal Website



**LEANDER ISD**  
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**Volunteer Portal**

New users must change their password

**Enter New Password**

**Confirm New Password**

**Save New Password** Cancel

# Volunteer Expectations

- \* **Sign In and Out**
- \* **Attitude & Professionalism**
- \* **Dress Code**



# Volunteer Expectations

## **Sign In and Out**

- \* ALWAYS check-in at front before volunteering
- \* Protects the safety of our students
- \* Tracks “man hours” it takes to run our school

# Volunteer Expectations

## **Attitude & Professionalism**

Be professional! Take your volunteering seriously, the children you serve do!

# Volunteer Expectations

## Dress Code

Professional & comfortable

- \* No tank-tops, strapless tops, see through tops, or off-the-shoulder tops
- \* No spandex, tight or short skirts, saggy or holey pants
- \* No item worn may advertise or depict tobacco, alcohol, drugs or any other substance prohibited under Board Policy (ex: weapons, bombs, illegal acts, violence, etc.)

# District Policies

**As a volunteer, you are a  
representative of LISD.**

You must adhere to  
Leander Independent  
School District (LISD) Policies!!!

# District Policies

- \* Smoking, drinking and/or tobacco use are **strictly prohibited** on campus  
(includes parking lots, stadiums & outside fields)
- \* Keep in mind that you are a role model for students.

# District Policies

- \* Your home or meeting place is considered an extension of the school whenever the interest of the school is involved on/off school grounds in conjunction with/or independent of classes and school-sponsored activities.

**All rules and policies are to be enforced.**

# District Policies

- \* Use of personal computers is not allowed on any LISD facility.
- \* School equipment should not be used for personal purposes.
- \* Refrain cell phone usage in classroom
  - \* Switch ringer to vibrate/ off position

# District Policies

- \* Please ask your campus volunteer coordinator for individual campus administrator guidelines regarding bringing young children to the campus when volunteering.



# District Policies

- \* Remember that you are included in the day's lesson plan - staff and students count on you to be there. If illness or any emergency arises, please call the campus office as soon as possible.

# District Policies

- \* Use designated volunteer spaces:
  - Community Room
  - Work Room
- \* Volunteers should only work in the classrooms and/or neighborhoods when invited to do so by a teacher.

# District Policies

- \* **Please respect the teacher's time!**
  - \* Avoid “conferencing” with teachers during class-time
  - \* Direct questions unrelated to volunteer work to the teacher via email.

# District Policies

- \* Make use of volunteer supplies (rather than teacher/classroom/school supplies) where appropriate. These can be found in the community and work rooms.

# District Policies

- \* Academic and Student Personal Info
  - \* Should only be shared with the appropriate teachers and school staff only
  - \* **NOT** with neighbors, friends, or other parents
- \* Communication with parents should be handled by the teacher or school staff.

# District Policies

- \* If you suspect that a student is in an abusive situation or is being neglected, you have a responsibility to inform school personnel immediately.

# Sexual Harassment

Sexual harassment is any unwelcomed, unsolicited behavior of a sexual nature that interferes with the life of the targets.

- \* Adult-to-Student, Adult-to-Adult
- \* If you suspect a volunteer or staff member is harassing a student, you must:
  - \* Report it to the campus administrator.
  - \* Report it within 48 hours to CPS or local law enforcement if you suspect abuse.
  - \* Cooperate in an investigation.

# Emergency Procedures

- \* Follow the directions of teachers and staff
- \* Refrain from communicating with anyone outside of the school unless such communication is necessary (such as calling 911).



# Volunteer Placement

- \* Determined by your skills, interests, and preferences, as well as the volunteer needs of individual schools and teachers.
- \* Placed in classrooms where teachers have specifically requested assistance.
- \* If your volunteer placement is not the right fit, please let your volunteer coordinator know as soon as possible.

# Volunteer Opportunities

## **In-Class Opportunities**

- \* Working with small groups/centers
- \* Reading with students
- \* Spanish Language Program
- \* Room Representative

# Volunteer Opportunities

## **School Opportunities**

- \* Office Support
- \* Library Helper
- \* Lunch/Recess Duty
- \* Watch D.O.G.S
- \* Field Day

# Volunteer Opportunities

## At-Home Opportunities

- \* Baker's Dozen
- \* Appreciation Weeks
- \* Website
- \* Boxtops/Rewards Programs
- \* Silent Auction
- \* Brown Bags
- \* Marketing and Advertising

# You Are Part of Our Education Team!

## Goals

- \* Enrich the curriculum.
- \* Enrich children's learning opportunities.
- \* Provide help for individual students.
- \* Provide opportunities for meaningful service.
- \* Relieve teachers of some non-instructional tasks.
- \* Enhance a school and community partnership for quality education.
- \* Enhance all aspects of the educational process.

# You Are Part of Our Education Team!

## **Working closely with the classroom teacher and school staff includes:**

- \* Following the directions
- \* Respecting teacher/ student privacy
- \* Understanding that evaluation of a student's learning can only be done by the teacher.
- \* Seeking help from the teacher when you need additional information or instruction.
- \* Sharing ideas and constructive comments with the teacher.

**Thank you for your help!**

“We can't *help* everyone, but everyone  
can *help* someone.”

~ Ronald Reagan

# Resources

## PTA Volunteer Website

- \* <http://reagan.my-pta.org/>

## Shannon Lombardo, LISD Community Relations

- \* [Shannon.Lombardo@leanderisd.org](mailto:Shannon.Lombardo@leanderisd.org)

## Reagan Volunteer Coordinator

- \* [reaganptavolunteercoord@gmail.com](mailto:reaganptavolunteercoord@gmail.com)