

Volunteer Coordinator

At LBSS we are fortunate to have a group of dedicated volunteers who want to support the mission and goals of our school. Teacher and staff talent and time are valuable commodities and, where possible, volunteers can fill-in to get jobs done so that school staff can focus on student needs.

This brochure is designed to help you get the support you need as easily as possible. It is the PTSA Volunteer Coordinator's job to:

- Recruit volunteers
- Accumulate and distribute volunteer data to various PTSA Committee Chairs
- Co-ordinate requests from Lake Braddock staff and PTSA Committees
- Contact volunteers to fill requests
- Report statistics annually to FCPS
- Host and help organize a volunteer appreciation event to thank volunteers at the end of the year.



How Do I Request Volunteer Help?

Please don't wait -- as soon as you know the basic details of your support needs, let the PTSA Volunteer Coordinator know. Give as much detail as possible when explaining what the volunteer will be doing. If you have any questions about whether the volunteers can help you with a project, contact Kathy Carson -- she will be happy to discuss it with you.

There are several ways to request PTSA Volunteer help. The first two methods are preferred -- **please give at least 72 hours advance notice**:

- Go to the PTSA web site at www.lbssptsa.org and click "Volunteers" on the side bar. There is an online submission form.
- Fill out the attached "Request for Volunteer Services" form and leave it in the PTSA box either in the main office or the library.
- Email your request to: lbssvolunteers@rcarson.com
- Call the PTSA Volunteer Coordinator, Kathy Carson, at 703-912-9041

If you have last minute or unexpected needs, such as filling in for someone who is sick, you should telephone Kathy directly.

Always try to give as much advance notice as possible -- it is never too soon to call. Please try to avoid calling on Friday with a volunteer request for the following Monday. It is difficult to recruit at such short-notice over the weekend. *Thank you!*

Request for Volunteer Services

Today's Date: _____

Requestor: _____

SS/Dept. _____

Phone: _____

Email: _____

Description of project: _____

Date(s) volunteers needed: _____

No. of volunteers requested: _____

Are special skills required?: Yes ___ No ___

If yes, specify: _____

Are there other staff who might be requesting the same or a similar job? Yes ___ No ___

If yes, specify: _____

Return this completed form to the PTSA mailbox located in the Library or Main Office.

PTSA VOLUNTEERS

Types of Volunteer Help

Examples of volunteer help that the PTSA *can* provide:

- Clerical work (copying, folding, stuffing envelopes, answering phones)
- Selling for events, such as dance tickets, yearbook orders, book fair orders
- Check-in students at events

The type of volunteer help that the PTSA *cannot* provide:

- Substitute for teaching staff or provide long-term staff subs
- Heavy lifting/setting up classrooms/shifting furniture
- Gathering materials throughout the school to prepare for events

Helpful Do's and Don'ts

- **Do** contact a volunteer about changes and/or cancellations.
- **Do** thank the volunteer for coming.
- **Do** leave necessary information for the volunteer to answer questions (if staff is unavailable).
- **Do** remember the volunteer is most likely a parent of a student.
- **Don't** make a volunteer wait (of course students come first).
- **Don't** send a volunteer home; if a job is cancelled, try to find another task and ask if they will help with that instead.

VOLUNTEERS

LBSS Staff Resource Guide to accessing the PTSA volunteer workforce



Return to:
Kathy Carson
PTSA Volunteer Coordinator
LBSS PTSA