

We want to thank you in advance for your interest in volunteering at Greenacres Christian Academy. The teachers, students and staff greatly appreciate the time you are willing to share through your volunteer work here. Whether you are a parent, grandparent, close family member, or guardian, we are excited for your desire to help us make GCA the best it can be. We have many opportunities where you can serve and stay involved. Please note: all volunteers must fill out our online form

[GCA's "PAW"rents Form \(wufoo.com\)](#)

and turn in a local background check before volunteer serving can begin.

If you have any questions, please don't hesitate to give us a call at 561.965.0363.

Thank you for paying it forward as a "Paw"rent!

### **Some of the Ways You Can Help ...**

- \* Chaperone field trips, school events, etc.
- \* Help children by reviewing skills, concepts taught (vocabulary flash card drill, review mathematic facts, letter formation/handwriting skills).
- \* Assist teachers in the classroom.
- \* Teach a craft or hobby, talk about your occupation, share cultural and ethnic background and experiences.
- \* Help with clerical needs in the school office.
- \* Assist with lunch times
- \* Assist with bake sales.
- \* Personally donate items needed, personally sponsor an event or sports team or if you know of a company wanting to sponsor.

### Volunteer background check

All volunteers are asked to complete a local background check and submit it to the school office for review before volunteering at GCA. The local background may be requested online at [Service Request Login Page \(govga.us\)](#)

## **Volunteer procedures**

Volunteering in a school is an experience and a privilege for both the school and the volunteer. It is designed to promote and maintain a supportive relationship with the students, teachers, and school staff.

Please help keep our program running smoothly by following these guidelines:

- \* **Sign in and out** at the office when you arrive at and leave the school.
- \* Wear your volunteer name tag at all times while on campus. These will be kept in the school office. You will be given your tag when you sign in and you will turn it back in when you sign out.

### **As a volunteer, we ask you to please...**

- \* Respect the confidentiality of students AND school personnel.
- \* Follow the guidelines established by the school such as dress code, hours of work, adult behavior, values and all regulations, rules, and policies stated for school employees and volunteers.
- \* Use reasonable judgment in making emergency decisions, then as soon as possible, consult with school staff for future guidance.
- \* Be considerate, respect competencies, and work as a member of the team with the staff and students. Realize that you do not have instructional, evaluation, decision-making or teaching responsibilities for students, but are expected to enrich and extend learning opportunities for students and promote educational excellence for the school as a whole.

**The effective volunteer:**

- \* is cooperative with the administration and teaching personnel.
- \* is sincerely concerned about students.
- \* is willing to be discreet, sincere, dedicated and punctual.
- \* recognizes the individuality of each student.
- \* respects the teacher or staff member's ultimate responsibility for the health, welfare and education of each student.
- \* cooperates, coordinates and communicates continually with school administrators, faculty members, and staff.
- \* provides the teacher or staff member with the satisfaction of knowing that the student's needs are being met and that quality education is being promoted, extended and enriched.
- \* receives the sincere gratitude of the total school community.

**Guidelines for working with children**

- \* Encourage children to do their own thinking.
- \* Give students plenty of time to answer.
- \* Accept children as they are. You must not feel responsible for judging children's abilities, progress or behaviors.
- \* Respect children's privacy. If a child or teacher reveals personal information, regard it as confidential.
- \* Help build students' self-confidence and keep a positive attitude. Remember, effort and attentiveness can be as important as performance.

### **What a volunteer can expect from teachers and school staff**

The school staff will:

- \* provide specific instructions to the volunteer.
- \* provide space for the volunteer(s) to do their work.
- \* provide necessary materials and equipment.
- \* communicate with the volunteer as needed.
- \* provide advance notice when special events interfere with the volunteer time.

### **What a Teacher Can Expect from Volunteers**

**Confidentiality:** When volunteering, please remember that the behaviors and abilities of students, teachers, and staff are never appropriate topics for discussions outside of school. Respect the confidences of students and school personnel. Be alert to the need for confidentiality.

**Dependability:** The staff you work with will depend on you to be present at your scheduled time. Their tasks are planned with your help in mind. The students will expect you and look forward to you coming to their class. Therefore, if you will not be able to volunteer on a particular day, please notify the school office immediately and leave a message for the staff member(s). Also, please be prompt. Being punctual lets the students know they are important to you. If you must be late, notify the school office.