

“VOLUNTEERING 101” at Windsor Farm Elementary

1. Complete & Submit Volunteer Sign-up Forms

Volunteers need to complete and turn in a Volunteer Sign-up form indicating their volunteering interests. Please submit form by Friday, 9/27/19.

2. View Mandatory Sexual Harassment & Child Abuse Reporting Video

Volunteers are required to watch the Mandatory Sexual Harassment & Child Abuse Reporting video before they are allowed to volunteer in the school, which includes chaperoning field trips.

- The Volunteer video can be accessed via a link on the AACPS web site via https://blackboard.aacps.org/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=_22_1
- Under the Parents and Community Tab on the right side of the page, you will see the Child Abuse and Sexual Harassment Video link. Click on the link called Child Abuse and Sexual Harassment Video (The voice over starts right away and it runs itself.)

After viewing the Volunteer video, please email **Donna Hickey** at DSnyder-Hickey@aacps.org so you can be added to the approved Volunteer list. ***Volunteers are only required to watch the video once at Windsor Farm.***

3. Complete & Submit Chaperone/Volunteer Background Investigation form

Volunteers who plan to volunteer **IN** the school or chaperone field trips are required to complete a background investigation form.

The Chaperone/Volunteer Background Investigation Application can be found online at the AACPS website at www.aacps.org. Simply click the Families link at the top of the home page. On the lower left-hand corner of the page, you will see the Chaperone/Volunteer Background Investigations Application. Please fill this form out online and submit. It takes 3 weeks to process before you can volunteer in school. Please contact Donna Hickey in the front office to verify that your Background Check has been approved after fifteen business days.

****Background checks are good for 2 years**** Please renew your Chaperone/Volunteer Background Investigation Form every other year to stay current in the AACPS system. **You must have a current Chaperone/Background Check on file to volunteer in school.**

4. Tracking Volunteer Hours

It is crucial that WFE capture and track all volunteer hours. When volunteering in school, volunteers must sign in & out in the office so their volunteer hours are accurately captured in the computer. If volunteer efforts are performed in school after hours or outside of school, please email **Melissa Wilson, PTO Secretary**, at mbheckner02@gmail.com so we can accurately record the hours volunteered outside of school.

5. Social Media Policy Reminder

Volunteers and Use of Social Media Given that volunteers do not have knowledge of which parents have allowed their children to be photographed and which have not, volunteers should **not** take or post online any photographs or movies of students in any instructional setting during the instructional day. This includes recess, lunch, and events such as Halloween parades, Holiday parties, etc.

If you have any questions or concerns about volunteering please contact the Windsor Farm Elementary PTO President, Lisa Saunders at lilylolalucy@gmail.com.

