

**BELOW IS VERY IMPORTANT INFORMATION FOR ALL PARENTS
THAT WISH TO VOLUNTEER AT FRANKLIN**

Important Information about Volunteering at Franklin

- 1) For security reasons, the school district requires all adults in the school to wear badges identifying them. All volunteers to our building need to process a Criminal History Verification (CHV) each year. The district office keeps track of when they are to be processed. Complete the CHV and turn it into the school office for processing as soon as possible. Remember, without a CHV submitted to the office, you will not be allowed to volunteer in the school. The turn-around time for the CHV is 2-3 weeks. All individuals that turn in a CHV will be able to volunteer that day, and will be required to wear a "Volunteer" name tag until a personal name tag can be made. This is a district policy and we want to make sure we keep our children and school safe. If you have already filled out a CHV for the 2008-2009 school year at another 509-J school, please let the school office know and a name tag will be automatically made for you and placed into the box.

- 2) The parents of Franklin students who have completed this process and been approved will have name tags made for them. As we receive CHV approval, we can make additional name tags for other volunteers as needed. Having name tags helps build community and increases our ability to communicate, so please make it a habit to stop at the podium outside the office and pick up a name tag from the file box. Slip it into one of the hanging lanyards and wear it at all times while you're in the school.

- 3) When you do volunteer work for Franklin, either at the school or not, please record your hours in the volunteer log book located on a podium outside the office. Every family that volunteers needs to fill out a Volunteer Log where they can record the time they spend volunteering. You will find blank copies of this log at the back of the Volunteer Log Book.

- 4) Try to keep it current by writing the day and total time you spent volunteering (rounded to the nearest quarter of an hour). This is valuable because it helps the PTA and the district office get a better idea of all the work that goes into the school and who the people are that are doing it.

5) The office staff also appreciates it if you sign in at the front desk when you are in the school. This is for office purposes and is not the same as recording hours in the volunteer log.

6) We appreciate all our volunteers and can always find a way to put you to work if you are willing. Don't be shy--jump in and help. If you are eager to help yet don't know where you're needed, get on the list serve and talk to someone on the PTA board. The more people who volunteer, the better for everyone--students, staff, and other volunteers.