COUNTING VOLUNTEER SERVICE WITH A VIRTUAL FOCUS: 2021-2022

Capturing volunteer service and family engagement hours for the 2021-2022 year is sure to present its challenges. Our toughest obstacle will be the lack of traditional documentation gathered by each school during parent and volunteer on-site visits. Those sign-in sheets in the school office haven't been dusted off since last March! But with challenge comes opportunity. Shall we explore?

What qualifies as a volunteer activity? Any activity, job or task that directly impacts LRSD, the school, a teacher, and/or students' educational experience supported by an individual giving of their time, talents, and efforts without receiving compensation or pay.

Who can serve as a school district volunteer? Anyone. We typically look to family members of LRSD students, community members, Partners in Education associates, and LRSD employees. **At this time, entrance into school buildings will be restricted to those providing essential services and support – as determined by the campus administrator. Appointments are required and must be scheduled advance. MASKS REQUIRED.**

What is counted as volunteer service? All time spent in support of a qualifying volunteer activity or task, including preparation and travel time.

- LRSD employees can count volunteer service for activities (1) not considered part of their contractual obligation; (2) for which they do not receive pay or a stipend; and (3) for service activities conducted off contracted time (even lunch time.)   Call the ViPS office at 447-ViPS for questions or clarification.

Examples of volunteer activities, virtual and in-person:

PTA meetings	Fundraising activities	Campus Leadership Team
school garden participants	campus beautification projects	playground and hall monitors
supply / uniform donors	water / PPE donors	office and health room helpers
Sport coaches	booster club activities	screeners / health clinic helpers
career day speakers	science fair judges	PIE functions
phone tree	teacher appreciation projects	web or newsletter contributors
weekend backpack meals	Facebook clicks / shares / likes	Virtual views of school events
recycling programs	Mentors and tutors	student teachers (non-paid)
resource speakers	selling PTA memberships	parents attending conferences
refreshment donors	take home projects	Open House parent attendance
committee chairs	Class pet home care time	PARENT INVOLVEMENT ACTIVITIES
volunteer 'pod' host parent	Graduation	…and many, many more!

COUNTING SERVICE ACTIVITIES:

Count time spent performing / participating in activity, including preparation and travel time if applicable.			
Activity	**# Volunteers**	**x time**	**TOTAL HOURS**

FUNDRAISING AS VOLUNTEER HOURS

To report fundraising as volunteer service, start by asking two simple questions:

① Was the activity a one- or two-part process?   ② How many items were sold or collected?

These formulas were developed for schools to use in reporting fundraising efforts as volunteer service. If all schools count such processes the same way, it offers a fair and equitable way to report service time invested.

Point of sale or one-part transaction: (The 'ask' is made and funds/products are exchanged at the same time.)	Multiply the total number of items sold by 15 minutes (.25). Example: 200 pencils x .25 = 50 hours Example: 1,000 PTA memberships x .25 = 250 hours Remember to count social media engagement too: 4 shares x .25 = 1 hour		
Item / Event	**# sold**	**x .25**	**HOURS**
		x .25	
		x .25	

Two-part transaction: (The 'ask' is made, order is placed and funds/products are exchanged at a later date.)	Multiply the total number of items sold by 30 minutes (.50) Example: 500 catalog items x .50 = 250 hours Example: 250 Marathon sponsors x .50 = 125 hours Example: 100 t-shirt preorders x .50 = 50 hours		
Item / Event	**# sold**	**x .50**	**HOURS**
		x .50	
		x .50	

DONATIONS AS VOLUNTEER HOURS

Monetary Donations and Supply Collections:	Divide the total donation by 10 then multiply by 15 minutes (.25) Example: $250 single monetary donation ÷ 10 x .25 = 6.25 hours Example: 1,000 bottles of water ÷ 10 x .25 = 25 hours Example: 2,000 school supplies ÷ 10 x .25 = 50 hours		
Item collected / contributed	**Total**	**÷ 10 x .25**	**HOURS**
		÷ 10 x .25	
		÷ 10 x .25	

BEST PRACITICES FOR LRSD VOLUNTEER SUPPORT

LRSD vetting processes for volunteers.

Volunteers in Public Schools offers a free background check and participant orientation to individuals interested in volunteering. **Background checks are required for individuals who serve as mentors, tutors, assist schools with processes involving sensitive information, or lead / supervise audio visual sessions with Little Rock School District students**.

1. Contact the ViPS office at 447-4450 or email: ViPS@lrsd.org with your interest.
2. Complete a Volunteer Application. (Notaries available through the ViPS office.)
3. You will be issued a screening verification card from the ViPS office, usually within 2 weeks.

Expectations for virtual sessions outside LRSD online classrooms:

- Parental permission should be granted for participating students if an online session is not initiated or hosted by the student's teacher or school; is not a part of the student's traditional, online classroom instruction; and/or if the session is hosted by community volunteers.
- Audio Visual conference sessions outside the online classroom must be scheduled in advance.
- All adult participants should be vetted (ie: district employees and/or vetted volunteers). Sessions led by volunteers should be recorded.
- All participants must abide by appropriate dress and language guidelines.
- Taking screen shots or recording images, information, or contributions during the session is prohibited.
- All participants must have access to appropriate technology and adhere to the policies and procedures as set forth by software, application tools, or third-party online access resources utilized during scheduled sessions.
- Interest does not guarantee placement.

So how do you capture and report virtual engagement?

When participating in an actual ZOOM or TEAMS session, have all attendees register their attendance via the chat session. This will provide a printable list. Though Family Engagement activities require individual names of all attendees to be included in reports, ViPS does not.   Simply report the volunteer hour total for the event.

Now think about how much time schools spend posting on social media. They are depending on a variety of platforms to push out information and engage the community in their events. Those virtual connections count and should be reported to ViPS - just as we would any qualifying, in-person event.

- If 100 people viewed the virtual Graduation last May, count it!   100 viewers x 1 hour = 100 hours
- Clicks, likes and shares can be counted much like a donation: 4 shares x .25 = 1 hour
  (Technically a viewer is donating their time to expand your viewing audience!)

This year's ViPS report period began March 1, 2021 and ends February 28, 2022.

VOLUNTEER SERVICE REPORTS and AWARD NOMINATIONS ARE DUE to the ViPS office
by **5:00 pm** on **Tuesday, March 9, 2021** to qualify for recognitions.
The district-wide volunteer recognition event will be April 19, 2022. Details will follow!
Questions? Call the ViPS staff at **447-ViPS.**

USING THE VIPS ONLINE REPORT SYSTEM

SCHOOL <u>USERNAMES</u>**:**

Accelerated Learning	Bale	MabelvaleElementary
Central	Baseline	McDermott
Hall	Booker	Meadowcliff
LRWHS	Brady	OtterCreek
Metro	Carver	PHE
Parkview	Chicot	Roberts
SWHS	Dodd	Rockefeller
Cloverdale	FairPark	Romine
Dunbar	ForestPark	Stephens
ForestHeights	Fulbright	Terry
Hamilton	GeyerSprings	Wakefield
MabelvaleMiddle	Gibbs	Washington
Mann	Jefferson	Watson
PinnacleView	King	WesternHills
PHMS		Williams

Service time may be reported electronically through the district web page at <u>www.lrsd.org</u>. Go to Departments (on front page header) > ViPS > ViPS Online System (left-hand page options)

<u>USERNAME:</u> as listed above

<u>PASSWORD:</u> ViPSReport   (All schools have the same password!)

Please do not change the password for your school so everyone who should have access to it can sign on.

Only key reporters for the school should be signing on to the school list. All others should be registered and have their own username and password.

Up to 300 hours can be reported at one time. (So don't let reports pile up!)

The online report system is safe and easy to use. There is no private information posted on the ViPS Online System.

Reports from data collected are generated by the ViPS staff and must be requested in advance. 501-447-ViPS