

2010-2011
Campus Contact
HANDBOOK



Texarkana
Independent School District

August - September Campus Contact Checklist

Campus Contact's Name: _____

Campus: _____ Date: _____

- Attend Campus Contact Staff Development - **August 11.**
- Check with Principal for structure of Partners In Education (PIE) assignments.
- Contact each person who completed an application form and determine if he or she is still interested. Determine whether he or she has previously been trained.
- Place people who are still interested in volunteering using the Application Form and Teacher Request Form.
- Volunteers who have been trained previously need not be trained again. All others must attend a brief training. Schedule training for new volunteers on your campus; contact Jo Ann Rice for handbooks and assistance.
- Publicize PIE recruitment/opportunities and thanks through school newsletter chairperson.

Important! **ALL** volunteers (new & old) must complete Criminal History Authorization forms.

- Turn in Criminal History Authorization forms to PIE Office.
- Consider school publications as sources for PIE publicity.
Continue this activity as necessary.
- Make sure sign-in booklets are in place and identification buttons are available.
- Inform volunteers of any holidays and/or testing dates.
- Attend Campus Contact Monthly Meeting - September 7.**
- Send cumulative volunteer hours to the PIE Office EACH MONTH.
- Provide PIE Office with a Volunteer Schedule each month.
- Coordinate and report count for Meet the Teacher Night.**
- Attend Volunteers In Public Schools (VIPs) Meetings and send minutes to PIE Office

- Provide PIE Office with a list of Parent Education Workshops.
 - Sign-In Sheets
 - Materials distributed to parents
- Acknowledge all Business Partners in school newsletter.
- School newsletter provided to Partners.
- Active VIPS Organization:
 - Regular Executive Board Meetings
 - Budget proposed to and approved by General Membership
 - Minimum of four (4) General Meetings are held each year
 - Nominating Committee is elected annually to propose a slate of officers
 - Treasurer’s report is presented monthly
 - Minutes taken and approved at each meeting
- Make sure volunteers and teachers are happy with placement;
 - Call Jo Ann Rice if any problems. (Volunteers should be on campus by September 15.)
- All VIPS Officers should attend VIPS District Officers Workshop before initiating any projects. **(June 14, 15, 16, 17, 18)**
- Provide a list of donations received for the month along with estimated value.

Bring all supporting documentation to the monthly meetings.

Principal’s Signature: _____ Date: _____

October Campus Contact Checklist

Campus Contact's Name: _____

Campus: _____ Date: _____

- Texas Association of Partners in Education (PIE) nominations due by **October 1**
- Continue placement of volunteers
- Brief Volunteer In Public Schools (VIPS) Board
- Hold additional Volunteer Orientations, if necessary.
 - Consult with your Principal to determine need
- Attend Campus Contact Monthly Meeting - October 4**
- Coordinate and report count for Parent Teacher Conference - **October 4**
- Inform volunteers of any holidays and/or testing dates
- Send cumulative volunteer hours to the PIE Office EACH MONTH
- Provide PIE Office with Volunteer Schedule each month
- Provide PIE Office with a list of Parent Education Workshops
 - Sign-In Sheets
 - Materials distributed to parents
- Acknowledge all Business Partners in school newsletter
- School newsletter provided to Partners
- Provide a list of donations received for the month along with estimated value
- VIPS District Meeting October for District Wide Calendar

Bring all supporting documentation to the monthly meetings.

Principal's Signature: _____ Date: _____

November Campus Contact Checklist

Campus Contact's Name: _____

Campus: _____ Date: _____

- Continue to monitor volunteers and teachers.
- Attend Campus Contact Monthly Meeting - November 1.**
- Inform volunteers of any holidays and/or testing dates.
- Consider possible volunteer recognition activities for holidays.
 - Consult with your Principal and Volunteers In Public Schools (VIPS) Board.
- Send cumulative volunteer hours to the Partners In Education (PIE) Office EACH MONTH.
- Provide PIE Office with Volunteer Schedule each month
- Coordinate and report count for **Parent Involvement Day - November 18, 2010.**
- Provide PIE Office with a list of Parent Education Workshops.
 - Sign-In Sheets
 - Materials distributed to parents
- Acknowledge all Business Partners in school newsletter.
- School newsletter provided to Partners.
- Active VIPS Organization:
 - Regular Executive Board Meetings
 - Budget proposed to and approved by General Membership
 - Minimum of four (4) General Meetings are held each year
 - Nominating Committee is elected annually to propose a slate of officers
 - Treasurer's report is presented monthly
 - Minutes taken and approved at each meeting
- Provide a list of donations received for the month along with estimated value.
 - Bring all supporting documentation to the monthly meetings.**

Principal's Signature: _____ Date: _____

December Campus Contact Checklist

Campus Contact's Name: _____

Campus: _____ Date: _____

- Say "Thanks" and encourage teachers to say "Thanks" to volunteers.
(This is a good time to say, "See you in January?")
- Attend Campus Contact Monthly Meeting - December 6.**
- Inform volunteers of any holidays and/or testing dates.
- Send cumulative volunteer hours to the Partners In Education (PIE) Office EACH MONTH.
- Provide PIE Office with a list of Parent Education Workshops.
 - Sign-In Sheets
 - Materials distributed to parents
- Acknowledge all Business Partners in school newsletter.
- School newsletter provided to Partners.
- Provide a list of donations received for the month along with estimated value.
- HAVE A SAFE, JOYOUS, AND HAPPY HOLIDAY SEASON.**

Bring all supporting documentation to the monthly meetings.

Principal's Signature: _____ Date: _____

January Campus Contact Checklist

Campus Contact's Name: _____

Campus: _____ Date: _____

- Make sure existing placements are still OK with volunteers and teachers.
- Attend Campus Contact Monthly Meeting -January 10.**
- Consider Valentine recognition activities for Partners In Education (PIE).
- Hold mid-year Volunteer Orientation for newcomers.
- Start thinking about table decorations for Partnership Recognition.
- Inform volunteers of any holidays and/or testing dates.
- Send cumulative volunteer hours to the PIE Office EACH MONTH.
- Provide PIE Office with a Volunteer Schedule each month.
- Provide PIE Office with a list of Parent Education Workshops.
 - Sign-In Sheets
 - Materials distributed to parents
- Acknowledge all Business Partners in school newsletter.
- School newsletter provided to Partners.
- Provide a list of donations received for the month along with estimated value.

Bring all supporting documentation to the monthly meetings.

Principal's Signature: _____ Date: _____

February Campus Contact Checklist

Campus Contact's Name: _____

Campus: _____ Date: _____

- Attend Campus Contact Monthly Meeting - February 7.**
- Begin planning district Partners In Education (PIE) Recognition Dinner **(May)** with Executive Director of Corporate, Community, and Parental Development.
- Inform volunteers of any holidays and/or testing dates.
- Send cumulative volunteer hours to the PIE Office EACH MONTH.
- Provide PIE Office with a Volunteer Schedule each month.
- Provide PIE Office with a list of Parent Education Workshops.
 - Sign-In Sheets
 - Materials distributed to parents
- Acknowledge all Business Partners in school newsletter.
- School newsletter provided to Partners.
- Provide a list of donations received for the month along with estimated value.
- Volunteers In Public Schools (VIPS) Nominating Committee should be actively recruiting next year's officers.
- District VIPS Meeting February for Parent Information.

Bring all supporting documentation to the monthly meetings.

Principal's Signature: _____ Date: _____

March Campus Contact Checklist

Campus Contact's Name: _____

Campus: _____ Date: _____

- Continue to monitor volunteers and teachers
(good time to encourage, thank-you, smiles...)
- Attend Campus Contact Monthly Meeting - March 7.**
- Begin selection of Volunteer of Distinction.
- Inform volunteers of any holidays and/or testing dates.
- Send cumulative volunteer hours to the Partners In Education (PIE) Office EACH MONTH.
- Provide PIE Office with a Volunteer Schedule each month.
- Provide PIE Office with a list of Parent Education Workshops.
 - Sign-In Sheets
 - Materials distributed to parents
- Acknowledge all Business Partners in school newsletter.
- School newsletter provided to Partners.
- Provide a list of donations received for the month along with estimated value.

Bring all supporting documentation to the monthly meetings.

Principal's Signature: _____ Date: _____

April Campus Contact Checklist

Campus Contact's Name: _____

Campus: _____ Date: _____

- Campus Partners In Education (PIE) Nominations due April 11.
- Attend Campus Contact Monthly Meeting - April 1.**
- Volunteer Appreciation Month. Show volunteers that you appreciate them.
- Bring list of volunteers to Campus Contact Monthly Meeting.
- Inform volunteers of any holidays and/or testing dates.
- Send cumulative volunteer hours to the PIE Office EACH MONTH.
- Provide PIE Office with a Volunteer Schedule each month.
- Provide PIE Office with a list of Parent Education Workshops.
 - Sign-In Sheets
 - Materials distributed to parents
- Acknowledge all Business Partners in school newsletter.
- School newsletter provided to Partners.
- Provide a list of donations received for the month along with estimated value.
- Meet with Volunteers In Public Schools (VIPS) President and Executive Board.

Officers for the next year will be installed at the April VIPS District Meeting.

Bring all supporting documentation to the monthly meetings.

Principal's Signature: _____ Date: _____

May Campus Contact Checklist

Campus Contact's Name: _____

Campus: _____ Date: _____

- Attend Campus Contact Monthly Meeting - May 2.**
- Date for Partnership Recognition **May 3**, in Dan Haskin's Student Center at Texas High School.
- Show appreciation to Principal, Secretary, Teachers, and Volunteers.
- Inform volunteers of any holidays and/or testing dates.
- Send cumulative volunteer hours to the Partners In Education (PIE) Office **EACH MONTH.**
- Provide a list of donations received for the month along with estimated value.
- Take well deserved rest!**

Bring all supporting documentation to the monthly meetings.

Principal's Signature: _____ Date: _____



Texarkana
Independent School District

**Partners In Education
Volunteer Hours
Monthly Report**

School _____

Month _____

Campus Contact _____

Principal _____

PEOPLE	NUMBER OF PEOPLE	NUMBER OF HOURS
Parent Volunteers		
THS/TMS Student Volunteers		
Business/Partner Volunteers		
RSVP Volunteers		
Ready Set Teach		
Total		
Total # of students that had the benefit of volunteers		



Texarkana
Independent School District

**Partners In Education
Sign-In Sheet**

Name _____ Phone _____

Address _____ City _____

Parent

College Student

Business Partner

High School Student

Date	Time-In	Time-Out	Date	Time-In	Time-Out	Date	Time-In	Time-Out

Date	Time-In	Time-Out	Date	Time-In	Time-Out	Date	Time-In	Time-Out

Date	Time-In	Time-Out	Date	Time-In	Time-Out	Date	Time-In	Time-Out



Texarkana
Independent School District

Partners In Education Volunteer Service Hours (Hours That Count)

- ◆ **Advisory Committees**
District and Campus Quality Improvement Committees
- ◆ **After School/Saturday and Summer Programs**
Tutoring
- ◆ **Assisting in the Classroom**
Arts and Crafts
Physical Education
Music
ESL
Special Education
Test Monitor
- ◆ **Assisting Teachers**
Decorating bulletin boards
Copying materials
Making instructional materials
Typing
- ◆ **Chaperoning/Concession Stand**
Local/out of town activities-band, chorus, orchestra, debate, drill team, athletics, etc.
Field trips
High school senior activities
- ◆ **Classroom Enrichment/Career Day Speakers**
Speakers
Judging Contests
- ◆ **Library**
Assisting with classes (checking books)
Decorating bulletin boards
Processing and shelving books
Make tape recordings
- ◆ **Lunchroom**
On playground during lunch period
Supervision in lunchroom
- ◆ **Mentor**
- ◆ **Tutoring**
Reading
All subjects and all grade levels
- ◆ **Volunteers In Public Schools (VIPS)**
Typing of yearbook or school directory, if available to students
Food preparation, such as teacher appreciation, student activities, etc
Book fair
Festivals, calling vendors and parents
Newsletter
Baby Sitting for school volunteers
Health Fairs, Chamber of Commerce Career Fair, November 27-28 Texarkana College
Room Mothers



Texarkana
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Partners In Education Parental Involvement Activities

School _____ Month _____

Campus Contact _____

PARENTAL INVOLVEMENT ACTIVITIES	#OF PARTICIPANTS
Parent Volunteers	
Student Volunteers	
Business Partners	
RSVP Volunteers	
Muffins for Moms & Donuts for Dads	
Grandparents Coffee	
VIPS General Meetings	
Home Visits	
Parent Teacher Conference #1	
Parent Teacher Conference #2	
Newsletters	
Telephone Contact	
Parent Workshop	
Parent Workshop	
Parent Workshop	
Parent Workshop	
Parent Workshop	
GED Classes	
Family Reading Night	
Parent Involvement Day (November)	
Student-Family-School-Success Agreement	
Student Award Assemblies	
Meet the Teacher	



Texarkana
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Partners In Education Family Friendly School Strategies

STRATEGIES	DO THIS NOW
Early School Contacts Focus on the beginning of the school year	
<input type="checkbox"/> Parent Surveys	
<input type="checkbox"/> Calendars	
<input type="checkbox"/> Home School Handbooks	
<input type="checkbox"/> Meet The Teacher Night	
<input type="checkbox"/> School-Parent Success Agreements	
Personal Contacts Face to Face interaction	
<input type="checkbox"/> Parent-Teacher Conferences	
<input type="checkbox"/> Home Visits	
<input type="checkbox"/> Community Liaison	
<input type="checkbox"/> Orientations	
Ongoing Communication Repeated throughout the school year	
<input type="checkbox"/> Newsletters	
<input type="checkbox"/> Positive Phone Calls	
<input type="checkbox"/> Fliers	
<input type="checkbox"/> VIPS Meetings	
<input type="checkbox"/> Folders with students work	
Special Practices & Programs	
<input type="checkbox"/> Character Education Kick-Off	
<input type="checkbox"/> Parent Workshops	
<input type="checkbox"/> Read-A-Thons	
<input type="checkbox"/> Take Your Child To Work Day	
<input type="checkbox"/> Parent Involvement Day	
<input type="checkbox"/> Texas Public Schools Week Activities	
<input type="checkbox"/> Make A Difference Day	
<input type="checkbox"/> College Night	



Texarkana
Independent School District

**Partners In Education
Campus Donation
Report Form**

Campus Contact: _____ Campus: _____

COMPANY	DONATION RECEIVED	ESTIMATED VALUE	DATE RECEIVED



Texarkana
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Partners In Education Teacher Request For Volunteer Service

Partners In Education would like to help teachers and faculty with volunteer needs. We can provide volunteers to help in many ways. If you would like to request help from volunteers, please fill in your needs and return this form to our Campus Contact.

Name: _____

School Position: _____

Phone: _____ Room No.: _____ E-Mail: _____

I would like to have help with the following:

- | | |
|---|---|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Special projects |
| <input type="checkbox"/> Office | <input type="checkbox"/> Chaperone for field trip |
| <input type="checkbox"/> Tutoring | <input type="checkbox"/> Decorate bulletin boards |
| <input type="checkbox"/> Answering phones in front office | <input type="checkbox"/> School store |
| <input type="checkbox"/> Selling items at lunch or after school | <input type="checkbox"/> Club activity |
| <input type="checkbox"/> Publicity | <input type="checkbox"/> Other |

Number of Volunteers needed:

Date Needed:

Time Needed:

Where: