LAKE TRAVIS INDEPENDENT SCHOOL DISTRICT
CAMPUSES & CONTACTS

**ELEMENTARY SCHOOLS** (Grades K–5)
**Bee Cave Elementary**
14300 Hamilton Pool Road, Austin, TX 78738
512.533.6250
Principal: Kim Kellner
Volunteer Coordinator:
Courtney Trimmer, trimmemc@ltisdschools.org

**Lake Pointe Elementary**
11801 Sonoma Drive, Austin, TX 78738
512.533.6500
Principal: Kelly Freed
Volunteer Coordinator:
Joan Kothe, kothej@ltisdschools.org

**Lake Travis Elementary**
15303 Kollmeyer Drive, Austin, TX 78734
512.533.6300
Principal: Pamela Schaeffer
Volunteer Coordinator:
Alys Moore, moorea@ltisdschools.org

**Lakeway Elementary**
1701 Lohmans Crossing, Austin, TX 78734
512.533.6350
Principal: Sam Hicks
Volunteer Coordinator:
Lisa Hanson, hansonl@ltisdschools.org

**Rough Hollow Elementary**
4219 Bee Creek Road, Spicewood, TX 78669
737.931.3000
Principal: Angela Frankhouser
Volunteer Coordinator:
Emily Bolles, bollese@ltisdschools.org

**Serene Hills Elementary**
3301 Serene Hills Drive, Austin, TX 78738
512.533.7400
Principal: Keegan Luedecke
Volunteer Coordinator:
Ariana Barrera, barreraa@ltisdschools.org

**West Cypress Hills Elementary**
6112 Cypress Ranch Boulevard, Spicewood, TX 78669
512.533.7500
Principal: Melanie Beninga
Volunteer Coordinator:
Michelle Harper, harperm@ltisdschools.org

**MIDDLE SCHOOLS** (Grades 6–8)
**Lake Travis Middle School**
4932 Bee Creek Road, Spicewood, TX 78669
512.533.6200
Principal: Lester Wolff
Volunteer Coordinator:
Sandy Casares, casaress@ltisdschools.org

**Hudson Bend Middle School**
15600 Lariat Trail, Austin, TX 78734
512.533.6400
Principal: Julie Nederveld
Volunteer Coordinator:
JoAnn Bryan, bryanj@ltisdschools.org

**Bee Cave Middle School**
5400 Vail Divide, Austin, TX 78738
737.931.2400
Principal: Amanda Prehn
Volunteer Coordinator:
Natsha Famiglietti, famigliettin@ltisdschools.org

**HIGH SCHOOL** (Grades 9–12)
**Lake Travis High School**
3324 Ranch Road 620 South, Austin, TX 78738
512.533.6100
Principal: Debbie Garinger
Volunteer Coordinator:
Stacey Boyd, boyds@ltisdschools.org

**GW Byers**
Community Relations Liaison
LTISD Administration Office
3322 Ranch Road 620 South, Austin, TX 78738
512.533.6099
byersg@ltisdschools.org
LAKE TRAVIS ISD VOLUNTEER & MENTOR PROGRAMS

VOLUNTEER PROGRAM
- A volunteer can perform any job that does not require working alone with students.
  - Please note: If a volunteer plans to work alone with one or more students, they must agree to a complete criminal background check to be conducted by the Texas Department of Public Safety. *Ask your campus Volunteer Coordinator for more details.*
- Volunteers are required to sign in using Raptor with a drivers’ license each time they visit.
- Volunteers are required to sign a Confidentiality Pledge each school year.
- Volunteer opportunities are available as soon as the campus is ready to receive assistance.

MENTOR PROGRAM
- Mentors are adult volunteers who commit to working with one student throughout the course of the school year for 30-45 minutes once a week or three times per month.
- The child’s parent or guardian must sign a permission form before he/she can be mentored.
- Meetings must occur on campus during lunch or right after school.
- Mentors must agree to a complete criminal background check to be conducted by the Texas Department of Public Safety. *Ask your campus Mentor Coordinator for more details.*
- Mentors are required to sign in using Raptor with their driver’s license each time they visit.
- Mentors are required to attend a training session.
- Mentors are required to sign a Confidentiality Pledge each school year.
- Mentoring opportunities are available beginning in late September. *Please contact the LTISD Community Relations Liaison (byersg@ltisdschools.org, 512.533.6099) for more information.*

WHY VOLUNTEER?

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<tr>
<th>FOR STUDENTS</th>
<th>FOR SCHOOLS</th>
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<tr>
<td>Enriches learning</td>
<td>Improved student achievement, attitude, &amp; behavior</td>
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<td>Additional individualized &amp; personalized attention</td>
<td>Community support</td>
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<td>Increased motivation &amp; improved self-confidence</td>
<td>Parental understanding &amp; cooperation</td>
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<td>Positive adult role models</td>
<td>Positive community involvement</td>
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<tr>
<th>FOR YOUR COMMUNITY</th>
<th>FOR YOURSELF</th>
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<tr>
<td>Better quality education</td>
<td>Share your knowledge &amp; talents</td>
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<td>More responsive school system</td>
<td>Provide active support for a quality education</td>
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<td>Added pride &amp; confidence in the educational system</td>
<td>Become involved in schools in your community</td>
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<td>Well-educated students</td>
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“BEST” CLUB MEMBERSHIP
- Volunteers with 100 or more hours of yearly service receive a card for free admission for two to district-sponsored activities. These cards are good for one year to the date it was issued.
- BEST Club members also qualify for a free summer camp drawing, offered by Community Relations. *Inquire with your campus Volunteer Coordinator for more details.*
WHO CAN BE A VOLUNTEER?

School volunteers are adults of all ages with unique personal and professional experiences. Everyone who cares about children and education can be a volunteer!

OUR VOLUNTEERS ARE:

✴ Parents ✴
✴ Business Partners ✴
✴ Retirees ✴
✴ Students ✴
✴ Other caring, concerned adults who want to make a difference in our community ✴

FREQUENTLY ASKED QUESTIONS

What if I don't think I'm a good teacher?
Each volunteer has a different set of talents and skills to share!

Can I choose whether I'd like to support students, teachers, and/or staff?
Volunteer opportunities are varied and endless. Some volunteers choose to work directly with students, while others choose to perform necessary support services for teachers and staff.

What is the time commitment for a volunteer?
It's your choice! Many volunteers make a regular commitment to share an hour or more per week. Some volunteers are on call, while others perform one-time tasks during a semester or school year.

What is the time commitment for a mentor?
Mentors are asked to commit to working with one student 30-45 minutes once per week or at least three times per month (during lunch or right after school) during the school year.

Do I need to complete a background check and sign the confidentiality pledge every school year?
Yes.

Why do I need to sign in and sign out every time I volunteer?
These sign ins and sign outs help prepare an accurate report for the administration to track your volunteer hours, and evaluate the achievements of the volunteer program and the degree of involvement. Volunteer hours are used to qualify for grants, provide necessary data when applying for district/campus volunteer recognition and awards, measure dollars volunteers help the district save, and provide meaningful data regarding community involvement goals.
Thank you for working with our students and staff! You are providing a very valuable service to our school district.

It is important to understand the following guidelines when working with students and school information:

Confidentiality: A feeling of mutual understanding and trust between school staff and volunteers is essential. Volunteers sometimes have access to information about students’ abilities, successes, and struggles, as well as information from teachers. As a volunteer, your responsibility is to maintain confidentiality at all times.

Commitment: Please make a professional commitment. Be consistent and dependable. Please notify the school office if you are unable to come at your committed time.

Sign In and Out: Remember to bring your driver’s license and sign in at the front office through the Raptor system. You must wear your provided identification badge at all times, and return it to the school office upon departure. Your hours of service will be recorded for monthly reporting requirements.

If you have questions about your volunteer work, please ask the teacher, principal, campus volunteer coordinator, or community relations liaison.

CONFIDENTIALITY PLEDGE
I have read the guidelines above and understand their importance. All information regarding students and district staff is considered confidential and I will maintain confidentiality.

Volunteer’s Name (print): ____________________________

Volunteer’s Signature: ____________________________

Date: ____________________________
VOLUNTEER GUIDELINES & RESPONSIBILITIES
Dependability, Communication, Confidentiality, and Accountability

**Dependability**
Make a professional commitment. Be a positive role model by acting professionally and dressing appropriately. Teachers and students are counting on you, so be dependable. Please contact the school office if you are unable to come at your committed time.

**Communication**
If you have questions involving your volunteer work, please ask the appropriate person - either the teacher, principal, campus volunteer coordinator, or the community relations liaison. Suggestions regarding the volunteer program are always welcome!

**Confidentiality**
A feeling of mutual understanding and trust between school staff and volunteers is essential. As a volunteer, your responsibility is to maintain confidentiality at all times. You will be trained in confidentiality and required to sign a confidentiality pledge.

**Accountability and Tracking Volunteer Service Hours**
Each volunteer should bring a driver’s license and sign in at the front office of the school. Volunteers must wear their provided identification badge at all times and return it to the front office upon departure.

These sign ins/sign outs allow us to prepare an accurate report for the administration to track your volunteer hours, and evaluate the achievements of the volunteer program and the degree of involvement.

Volunteer hours are used to qualify for grants, provide necessary data when applying for district/campus volunteer recognition and awards, measure dollars volunteers help the district save, and provide meaningful data regarding community involvement goals.