

# Volunteer Handbook

---

2022-2023



**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, trimmerc@ltisdschools.org*

**Lake Pointe Elementary**

11801 Sonoma Drive, Austin, TX 78738  
512.533.6500

**Principal:** *Karen Reich*

**Volunteer Coordinator:**

*Joan Kothe, kothej@ltisdschools.org*

**Lake Travis Elementary**

15303 Kollmeyer Drive, Austin, TX 78734  
512.533.6300

**Principal:** *Lizeth Thompson*

**Volunteer Coordinator:**

*Alys Moore, moorea@ltisdschools.org*

**Lakeway Elementary**

1701 Lohmans Crossing, Austin, TX 78734  
512.533.6350

**Principal:** *Sam Hicks*

**Volunteer Coordinator:**

*Victor Hernandez, hernandezv@ltisdschools.org*

**Rough Hollow Elementary**

4219 Bee Creek Road, Spicewood, TX 78669  
737.931.3000

**Principal:** *Vanessa Randels*

**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:**

*Kendall Watson, watsonke@ltisdschools.org*

**West Cypress Hills Elementary**

6112 Cypress Ranch Boulevard, Spicewood, TX 78669  
512.533.7500

**Principal:** *Amy Russ*

**Volunteer Coordinator:**

*Michelle Harper, harperm@ltisdschools.org*

**MIDDLE SCHOOLS** (Grades 6-8)

**Bee Cave Middle School**

5400 Vail Divide, Austin, TX 78738  
737.931.2400

**Principal:** *Melanie Beninga*

**Volunteer Coordinator:**

*Kristi Doering, doeringkr@ltisdschools.org*

**Hudson Bend Middle School**

15600 Lariat Trail, Austin, TX 78734  
512.533.6400

**Principal:** *Laura Keogh*

**Volunteer Coordinator:**

*JoAnn Bryan, bryanj@ltisdschools.org*

**Lake Travis Middle School**

4932 Bee Creek Road, Spicewood, TX 78669  
512.533.6200

**Principal:** *Rebecca Hudson*

**Volunteer Coordinator:**

*Sandy Casares, casaress@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:**

*Jessica Blair, blairj@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?

<p><b>FOR STUDENTS</b></p> <ul style="list-style-type: none"> <li>● Enriches learning</li> <li>● Additional individualized &amp; personalized attention</li> <li>● Increased motivation &amp; improved self-confidence</li> <li>● Positive adult role models</li> </ul>	<p><b>FOR SCHOOLS</b></p> <ul style="list-style-type: none"> <li>● Improved student achievement, attitude, &amp; behavior</li> <li>● Community support</li> <li>● Parental understanding &amp; cooperation</li> <li>● Positive community involvement</li> </ul>
<p><b>FOR YOUR COMMUNITY</b></p> <ul style="list-style-type: none"> <li>● Better quality education</li> <li>● More responsive school system</li> <li>● Added pride &amp; confidence in the educational system</li> <li>● Well-educated students</li> </ul>	<p><b>FOR YOURSELF</b></p> <ul style="list-style-type: none"> <li>● Share your knowledge &amp; talents</li> <li>● Provide active support for a quality education</li> <li>● Become involved in schools in your community</li> </ul>
<p><b>“BEST” CLUB MEMBERSHIP</b></p> <ul style="list-style-type: none"> <li>● 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.</li> </ul>	

## 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.



## **VOLUNTEER & MENTOR PROGRAMS**

### **Confidentiality and Guidelines**

*Please return this form to your campus Volunteer Coordinator each school year.*

**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.