



# **Office of Communications, Media and Community Relations**

## **Volunteer Handbook 2018-19**

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512.533.6099

# LAKE TRAVIS INDEPENDENT SCHOOL DISTRICT CAMPUSES

## **Bee Cave Elementary (Kindergarten - 5th)**

14300 Hamilton Pool Road, Austin, TX 78738 (512) 533-6250

Principal: Jennifer Andjelic

Volunteer Coordinator: Courtney Trimmer

## **Lake Pointe Elementary (Pre-Kindergarten - 5th)**

11801 Sonoma Drive, Austin, TX 78738 (512) 533-6500

Principal: Kelly Freed

Volunteer Coordinator: Laura Elder

## **Lake Travis Elementary (Pre-Kindergarten - 5th)**

15303 Kollmeyer, Austin, TX 78734 (512) 533-6300

Principal: Angela Frankhouser

Volunteer Coordinator: Alys Moore

## **Lakeway Elementary (Kindergarten - 5th)**

1701 Lohmans Crossing, Austin, TX 78734 (512) 533-6350

Principal: Sam Hicks

Volunteer Coordinator: Stephanie Budai

## **Serene Hills Elementary (Kindergarten - 5th)**

3301 Serene Hills Drive, Austin, TX 78738 (512) 533-7400

Principal: Julie Nederveld

Volunteer Coordinator: Lei Johnson

## **West Cypress Hills Elementary (Kindergarten - 5th)**

6112 Cypress Ranch Boulevard, Spicewood, TX (512) 533-7500

Principal: Amanda Prehn

Volunteer Coordinator: Rebecca Wright

## **Lake Travis Middle School (Grades 6- 8)**

4932 Bee Creek Road, Spicewood, TX 78669 (512) 533-6200

Principal: Sherry Baker

Volunteer Coordinator: Cindy Simar

## **Hudson Bend Middle School (Grades 6- 8)**

15600 Lariat Trail, Austin, TX 78734 (512) 533-6400

Principal: Thomas Payne

Volunteer Coordinator: Tiffany Toomey

## **Lake Travis High School (Grades 9-12)**

3324 RR 620 South, Austin, TX 78738 (512) 533-6100

Principal: Gordon Butler

Volunteer Coordinator: Kacy Love

## 2018-2019 LTISD Volunteer Program

### **Program Description:**

- Volunteers can perform any job that does not require working alone with students. Please note: If volunteers plan 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. Inquire with the campus Volunteer Coordinator for more details.
- Volunteers will be required to Raptor in with a driver's license each time they visit.
- Volunteers will be required to sign a Confidentiality Pledge each school year.
- Volunteer opportunities are available as soon as the campus is ready to receive assistance.

## 2018-2019 LTISD Mentor Program

### **Program Description:**

- Mentors are adult volunteers who commit to working with one student throughout the course of the school year for 30 - 45 minutes at least twice a month (once a week is preferred).
- The child's parent must sign a permission form before he or she can be mentored.
- Meetings must occur on campus during lunch or after school.
- Mentors must agree to a complete criminal background check to be conducted by the Texas Department of Public Safety. Inquire with the campus Mentor Coordinator for more details.
- Mentors will be required to Raptor in with a driver's license each time they visit.
- Mentors will be required to attend a training session at the LTISD Central Administration building, and sign a Confidentiality Pledge each school year.
- Mentoring opportunities are available beginning in late September. Please contact the LTISD Office of Community Programs for

## **WHY VOLUNTEER?**

Your willingness to be involved benefits many!

### **For Students...**

- Enriches learning
- Opportunities for exploration
- Additional individualized and personalized attention
- Increased motivation and improved self-concept
- Positive adult role models

### **For Schools...**

- Improved student achievement, attitude and behavior
- Community support
- Parental understanding and cooperation
- Positive community attitudes

### **For the Community...**

- Better quality education
- A more responsive school system
- Added pride and confidence in the educational system
- Well-educated students

### **For Volunteers...**

- Sharing knowledge and talents
- Providing active support for quality education
- Becoming more involved in the school and community

**BEST CLUB:** Volunteers with over 100 hours of yearly service receive free admission for two to district sponsored activities. These cards are good for one year to the date it was issued. BEST Club members qualify for a free summer camp drawing, offered by Community Programs. See your campus coordinator for more details.

## WHO ARE VOLUNTEERS?

Everyone who cares about children and education is a potential volunteer. School volunteers are all ages with unique personal and professional experiences.

Our volunteers include:

- ✓ **Parents**
- ✓ **Business Partners**
- ✓ **Retirees**
- ✓ **Students**
- ✓ **Other caring, concerned adults who want to make a difference in their community**

Each volunteer has a different set of talents and skills to share. Some volunteers work directly with students, while others perform necessary support services. 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.

**Volunteer opportunities are varied and endless!**



## VOLUNTEER PROGRAM Confidentiality and Commitment 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 student's 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 identification badge at all times, and return it to the office upon departure. Your hours of service will be recorded for monthly reporting requirements.

If you have questions involving your volunteer work, please ask the teacher, the principal, campus coordinators or the 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: \_\_\_\_\_

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

# **VOLUNTEER GUIDELINES AND RESPONSIBILITIES**

## **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 - the Teacher, the Principal, the school Volunteer Coordinator or the Community Relations Liaison. Suggestions regarding the Volunteer Program are 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 & TRACKING VOLUNTEER SERVICE HOURS...**

Each volunteer shall bring a driver's license and sign in at the designated area in the school office. Volunteers must wear an identification badge at all times and return them upon departure. An accurate report will be prepared for the administration to evaluate the program's achievements and the degree of involvement. Volunteer hours are used to qualify for grants; provide necessary data when applying for District/Campus recognition and awards; measure dollars saved by the District; and provide meaningful data regarding community involvement goals.

# **Become a volunteer today!**