



# Volunteering at Dunbarton Elementary

August 2016

Dear Prospective DES Volunteer:

The Dunbarton Elementary School PTO looks forward to working with all of you this year as we strive to make Dunbarton Elementary School the best small school in New Hampshire!

Each year, Dunbarton Elementary School and its PTO earn the coveted “Blue Ribbon Award” from New Hampshire Partners in Education (N.H.P.I.E). This award recognizes extraordinary effort on behalf of a school volunteer force. Last year, for instance, our 67 school volunteers put in over 1,500 hours of volunteerism!! Pretty amazing for a school with only about 200 students!

Volunteer opportunities at DES range from helping out at a PTO event such as the Sweetheart Dance or the Harvest Moon Supper fundraiser, to chaperoning a class field trip, to volunteering regular hours each week in your child’s classroom or in the Media Center. Even baking for a PTO event is considered a volunteer effort!

In order to volunteer at DES, you must read the Volunteer Policy and sign the registration form. For security purposes and the safety of our children, **no one will be allowed to volunteer for any activities in the classroom, on school grounds, or on a field trip without first submitting a completed Volunteer Registration Form.** Once you have submitted that form, your name will be placed on the master volunteer list. ***This registration form must be submitted by ALL school volunteers this year, including those who registered in the past years.***

When volunteering, please remember to sign in as a visitor to the school in the office **and also sign and record your volunteer hours in the white Volunteer Log Book.** You will then retrieve a Volunteer sticker to wear. Although the stickers are acceptable, the school offers the opportunity for volunteers to receive a free photo I.D. taken on School Picture Day.

Thank you for giving your time and energy to the children of Dunbarton Elementary. You make all the difference in the world!

Dunbarton Elementary School PTO  
[dunbartonpto@gmail.com](mailto:dunbartonpto@gmail.com)



## **DUNBARTON ELEMENTARY SCHOOL VOLUNTEER POLICY**

*(Please read entire policy, sign Assurance, and return pages 3 and 4 to school office)*

It is the policy and expectation of Dunbarton Elementary School that the following code of behavior for school volunteers will be met:

### **Volunteers must:**

- Refer all student concerns or behavior issues to the supervising teacher.
- Sign in at the office, record volunteer hours in the log-in book for volunteers on arrival and departure, and wear a volunteer badge.
- Notify the school as early as possible if they are unable to fulfill their volunteer commitments.
- Maintain confidentiality at all times. *Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the classroom teacher and NOT with the parents of the child. Volunteers who are concerned about anything in the school which may affect their work must raise the matter with the head teacher. Under NO circumstances is the work with individual students and/or their academic performance to be discussed with anyone outside of the classroom, excluding the head teacher or the principal.*
- Be considerate of teachers and students; bringing small children during volunteer time is strongly discouraged.
- Set a good example for the students in every way. This includes not engaging in the use of offensive language and maintaining a mature demeanor.
- Respect that a teacher's desk and/or work area is private.

### **Volunteers MAY NOT engage in the following:**

- You may not discipline students. Please work closely with your teacher if discipline issues arise.
- You may not administer medications to students. Please do not offer medical assistance to a student: Get a teacher or staff member.
- Under NO circumstances is a student to be taken off of the school premises unless permission is given by the school administrator.
- You may not smoke under any circumstances on the school premises or while conducting school business.



# DES VOLUNTEER ASSURANCE

*(Return pages 3 and 4 to school office)*

**TITLE LXII  
CRIMINAL CODE  
CHAPTER 632-A  
SEXUAL ASSAULT AND RELATED OFFENSES  
Section 632-A:10**

**632-A:10 Prohibition From Child Care Service of Persons Convicted of Certain Offenses. –**

I. A person is guilty of a class A felony if, having been convicted in this or any other jurisdiction of any felonious offense involving child pornography, or of a felonious physical assault on a minor, or of any sexual assault, he knowingly undertakes employment or volunteer service involving the care, instruction or guidance of minor children, including, but not limited to, service as a teacher, a coach, or worker of any type in child athletics, a day care worker, a boy or girl scout master or leader or worker, a summer camp counselor or worker of any type, a guidance counselor, or a school administrator of any type.

II. A person is guilty of a class B felony if, having been convicted in this or any other jurisdiction of any of the offenses specified in paragraph I of this section, he knowingly fails to provide information of such conviction when applying or volunteering for service or employment of any type involving the care, instruction, or guidance of minor children, including, but not limited to, the types of services set forth in paragraph I.

III. A person is guilty of a class B felony if, having been convicted in this or any other jurisdiction of any of the offenses specified in paragraph I of this section, he knowingly fails to provide information of such conviction when making application for initial teacher certification in this state.

**Source.** 1988, 257:2, eff. Jan. 1, 1989.

**I certify that I have read and understood RSA 632-A:10.**

**I certify that I have never been convicted of any crime or offense involving child pornography, assault on a minor, or any sexual assault as described in RSA 632-A:10.**

**I understand that I may be required to undergo a background investigation and criminal history check, at the discretion of the administration, and I hereby authorize the same.**

**Having read the Dunbarton Elementary School Volunteer policy, I agree to its volunteer requirements and prohibitions, and will respect the confidential nature of student information, as well as my personal contacts with staff members.**

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**Signature of Volunteer**

**Child's Classroom**

**Date**

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**Parent/Guardian Print Name**



## Volunteer Registration Form 2015-2016

*(Please return with page 3)*

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Please list your children who attend DES:

\_\_\_\_\_ Teacher: \_\_\_\_\_  
 \_\_\_\_\_ Teacher: \_\_\_\_\_  
 \_\_\_\_\_ Teacher: \_\_\_\_\_

Is this your first year volunteering?    \_\_\_Y \_\_\_N

Please check as many volunteer opportunities that interest you:

- Party Room Parent**    Assist with 3 seasonal parties throughout the school year/occasional classroom support if able
- Classroom Volunteer**    Assist teacher with various tasks and activities
- Holiday Kids Shop**    A week in December ringing up the children's purchases during snack time
- Library Assistant**    Help Librarian with special tasks, including shelving books
- Scholastic Book Fair**    *(Fall &/or Spring)* Cashier or student guidance—Earn \$10 in free book credit!
- Harvest Moon Supper**    Assist Coordinators in planning, setting up, and/or running this fall fundraising event
- Baking**    Provide baked goods as needed for various school events
- Chaperone**    Attend school field trips with your child
- Easter Bunny Breakfast**
- Sweetheart Dance**    (A dance for girls and their special big guys in TBD)
- Artist-in-Residence**    Lend support to artist (May)
- Spring Fling**    (Face painting and popcorn: next-to-last day of school)
- Movie Night**    Help with concession stand