

2019-20
VOLUNTEER AND
PARTNERSHIP AT
SWANSON MIDDLE SCHOOL



OCTAVIA J HARRIS

Swanson Volunteer and Partnership Liaison
and
“Parent chaperone and volunteer ,too”



WHO IS CONSIDERED A VOLUNTEER?

- Volunteers are NON-APS employees who donate their time regularly in schools to assist with activities that enhance instruction, promote learning and provide support to student and staff.
- **Examples:** *high school students, parents/guardians, and community members*



WHO IS CONSIDERED A PARTNER?

- Partners are volunteers that are associated with a particular business or organization.
- *Examples: churches, businesses, nonprofit organizations*

PARENT CHAPERONES

- Parents who wish to chaperone field trips must be processed as volunteers to ensure safety of all students
- Processed applicants are valid for the duration of student's time at Swanson



PROCEDURES

Those interested in volunteering or developing a Partnership with Swanson must do the following:

Arlington Public uses Raptor Technologies for visitors, volunteers etc..

1. You might have been sent a link

English: [https:// apps.raptortech.com/Apply/MjQyMDplbi1VUw==](https://apps.raptortech.com/Apply/MjQyMDplbi1VUw==)

Spanish: [https:// apps.raptortech.com/Apply/MjQyMDplcy1VUw==](https://apps.raptortech.com/Apply/MjQyMDplcy1VUw==)

2. Must do an online application, training, review and upon approval
3. Schedule a Volunteer Orientation(Every Wednesday 11am)*
4. Visit the Main office and sign in each time you volunteer in the school

TEACHER/STAFF PROCEDURE WHO SEEK VOLUNTEERS

If you are seeking a volunteer to work in your class, attend a field trip etc..

- Please let Volunteer liaison know **at least one week** in advance , so they can check to make sure parents are active and approved in Raptor System.
- Email a list of the parent volunteers to the V&P liaison for all field trips **2 weeks** prior to field trips.



THINGS TO KNOW

- ❖ All volunteers must complete [Safeschools](#) Training*
- ❖ All volunteers are vetted through the Family Watch dog website annually
- ❖ All volunteers and partners must sign in at the Main Office. Please have government ID ready.
- ❖ While in the building always wear your ID sticker
- ❖ Please use the **adult only** bathrooms in the building
- ❖ Please refrain taking pictures on field trips

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QUESTIONS?



- If you ever have questions or concerns ,feel free to contact me:
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