



COMMUNICATIONS

VOLUNTEER COORDINATOR

PURPOSE: TO PROMOTE VOLUNTEERISM AND PROCESS VOLUNTEER OPPORTUNITIES

There are two main responsibilities for this chair. The first, completed primarily in August and September, is to take volunteer information from the membership forms and put it on a worksheet to be distributed to all board members so that they know who is on their committees.

- Take the membership forms and compile a chart of volunteers and their interests.
- Enter name, phone number, and areas of interest. If a volunteer is unsure of what they want to do, call him/her and try to determine appropriate committees.
- Sort the list by last name.
- Send this chart to the co-presidents for distribution to the entire board. Do this bi-weekly until the end of September and as needed after that. Include a blank line with the day's date for any updates.

The second responsibility of the volunteer coordinator is to record volunteer hours for all volunteers (parents, students, and teachers) who do work at the school and keep a running total. Collect volunteer hours monthly (on the first or second of the following month).

- Set up an e-mail group that includes PTSA board members, booster club officers, and others who do volunteer work at the school. E-mail these people monthly.
- Collect the hours recorded at the school.
 - Collect those hours recorded in the school office in the volunteer sign-in
 - Collect hours from PAT in the copy room in binder or contact PAT chair.
 - Collect hours from the Media Center.
 - Collect hours from the Counseling Office.
- Collect the hours not recorded at the school via e-mail.
 - Send out an e-mail reminder to the members of the PTSA Board to turn in the hours not already recorded at school to you via e-mail. You will receive e-mail addresses of the board by the beginning of the school year. Do this on or about the last day of the month.
 - Send out an e-mail reminder to teachers involved in clubs. You can get a list of teachers from the school office. E-mail addresses can be attained from the teacher directory on the AHS website.
 - Contact various sports coaches to get parent contact names. E-mail them during the appropriate season (see Milton's website) to get hours.
 - Contact the band and chorus directors to get a parent contact name. Establish a method to obtain these volunteer hours.
 - Establish e-mail addresses for other areas where you see the potential for volunteer hours not recorded at the school
- Record hours & Number of Volunteers.

- Create Spreadsheet A by various categories: PTSA, Teachers, PAT, Career Center, Attendance, Media Center, Band, Chorus, various sports, Clinic, Beautification, Directory, newsletter, Senior Activities, etc...
 1. Record the hours by person under each category.
 2. Calculate total hours by category.
 - A. Create another spreadsheet (B) with all volunteer names alphabetically.
 - B. Transfer the hours from spreadsheet A to spreadsheet B.
 1. Calculate total hours volunteered.
 2. Count the number of people who volunteered for that month.
 3. Count the number of new volunteers for that month.

These spreadsheets can be done by hand or on Excel.
- Send Information to Partners & Volunteers Office.
 - A. See form in Procedure Book.
 1. Fill out form with requested information.
 2. Send to Partners and Volunteers Office via FAX by the 15th of the following month. FAX: 404-763-6853.
 - B. Request that the Partners & Volunteers Office e-mail you Spreadsheet with monthly totals from all schools occasionally. Pass this on to PTSA President. Phone number: 404-763-6772
- Golden Apple Award
 - A. Fill out Golden Apple Award form with required information when requested. (In the past, this was in October. However, was not requested until January, 2003 this past year).
 - B. Contact Partners and Volunteers Office for exact date.
 - C. After filling out form, give to Principal and he will forward.
- Recordkeeping
 - A. Keep spreadsheets and above forms monthly and file.
 - B. Maintain Procedure book with instructions, examples, and forms.
- Miscellaneous
 - A. Hints
 1. Collect volunteer hours from the office occasionally so that you can record them throughout the month.
 2. When e-mailing, request that the individuals have their hours to you by the 10th of the following month. This gives you enough time to tabulate the hours to be ready to turn in on the 15th.
 - B. Give updates at monthly PTSA Meetings, as requested.
 - C. Write an article about the importance of collecting volunteer hours in the newsletter at the beginning of the school year.
 - D. There is no budget for this position. There are no expenses involved.
 - E. Time: approximately 8-10 hours per month.