

# The Parent Volunteer Program

This program is an important aspect of the Pennington experience. This is a program (not to be confused with the Student Community Service Program) that allows and encourages parents to be an active part of their students' education. Through the program, the adult members of the family become an extension of the school's faculty and staff, and an integral part of daily life at Pennington. **Parents are welcomed and encouraged to exceed the minimum volunteer hour requirements.**

As with all aspects of Pennington, the Parent Volunteer Program is focused on the benefit for our students. This is why participation in the program is **mandatory** for all Pennington families. By committing ourselves to the success of the school, we are demonstrating to our students the value and importance of their education.

The volunteer requirement for each Pennington family is 10 hours per student. There are numerous volunteer opportunities available throughout the school year. Adult family members are required to meet their volunteer hours by the deadline, but are encouraged not to wait until the last moment.

## Guidelines for Volunteering

The school year, for volunteering purposes, is from **June 1 through May 31**. No more than half of the total required hours may be credited before school starts.

Volunteer hours must be performed in at least **TWO** different work areas. Examples of work areas are: Advisory Council, Bake/Cook, Cafeteria Monitor, Library Assistant, Field Trip Chaperone, Parents Night, Room Parent, or PTO subcommittees.

Parent volunteer hours will be performed mainly on the Pennington School campus. Occasionally an event or work opportunity directed by Pennington Staff or a PTO Chairperson on behalf of the school-sponsored program will provide off-site hour availability. For example, a parent may assist a teacher by doing work at home. Hours spent volunteering for non-Pennington programs will not be counted.

Attendance and participation at workshops and meetings for school or PTO will be acceptable hours; attendance at social events will not. For example, attending a Family Fun Night is not volunteer service, while assisting in Family Night preparation (planning, set-up, clean-up, etc) is.

Volunteers at school must sign in and out at the main counter located in the office.

Volunteers may **not** bring other children/siblings with them while working in the building.

Information based on contact with students, staff or others is considered confidential and may not be used in conversation at/outside school.

It is the parents' responsibility to record their own volunteer hours served as chaperones on field trips, work performed at home for staff or committee functions, etc. on the school website. ([www.v-volunteer.com](http://www.v-volunteer.com)) If you volunteer on the school campus, the system will log your hours for you.

Unlike the Student Community Service Program, parent volunteer hours will **NOT** be awarded for donation of items to Pennington programs unless otherwise specified.

Note that time spent making items for Pennington may be credited as volunteer hours. For example, preparing food for a Pennington program is valid as parent volunteer service, whereas purchasing food for a program is not, because the time spent was only to purchase and deliver the food.

***Each volunteer MUST present and have a valid (unexpired) government issued photo identification scanned in order to begin the registration as a volunteer, and also adhere to PWCS Volunteer Guidelines (Notice 950-0-39).*** Each volunteer must also have their own email address. No two volunteers may use the same email address, and must monitor their own progress throughout the year. (Note: free Internet access is available at all Prince William County public libraries.)

It is each family's responsibility to ensure their hours are properly recorded. Adult family members (grandparents, aunts, uncles, adult siblings) may perform volunteer service.

If a family does not meet their commitment by the published deadline (May 31<sup>st</sup>), their students may not be invited to return to Pennington the following academic year.

A three-member review committee comprised of one member of the Advisory Council, one member from the PTO and one staff member will be appointed to review volunteer appeals. A family that has not met its volunteer requirement may submit an appeal to the committee. The review committee will examine the appeal to determine continuing the student(s) eligibility for the following academic year. A recommendation will be presented to the Principal.

#### **SUGGESTED VOLUNTEER OPPORTUNITIES**

Cafeteria Monitor  
On-Site Field Trips  
Summer/Fall Festivals  
Back-to-School Nights  
Family Fun Night  
Career Day  
Room Parent(s)  
School Dance  
Advisory Council  
Class Field Trips  
PTO Specified donations  
Office/Library Aide  
Club Co-sponsor  
Field Day