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Volunteers are greatly encouraged and highly valued at Rivendell School. Some volunteer activities benefit the whole school, others are within individual classrooms, and some are for specific special events.

*Here is a list of volunteer opportunities at Rivendell to review. **Sign up opportunities will be available at the Volunteer Fair hosted on August, 23rd from 8:00-10:00 a.m. If you are unable to attend please let Madeline Cook know which opportunity you are interested in at madeline@rivendell-school.org.***

General Volunteers

Assisted Living Mentor

This volunteer will work with The Rehabilitation Center of the Rockies to coordinate times for Older Kids to visit their residents throughout the school year. They would also transport students and supervise the visits.

Time Commitment: 3 hours a month

Bulletin Board Designer

This is for the creative person who would like to assist teachers and staff in creating visually appealing and informative bulletin boards throughout the year. You are welcome to use materials available in the school, but feel free to bring materials and get creative as you like!

Time Commitment: 8 hours throughout the year, once per month

Grant Writing Committee

These volunteers will apply for grants to help our school acquire learning materials, improve curriculum, and provide support for our teachers.

Time Commitment: 8-10 hours per school year

Library Circulation Volunteers

Check in books in the blue bin. Shelve books from the check-in cart. Meet with Kara once to be sure you are familiar with the circulation system (Alexandria) and the layout of the library for shelving. You may shelve when it is convenient for you.

Time commitment: Approximately 30 to 60 minutes a week, as fits your schedule.

Library Book Covering

As books enter our library they need to be covered so as to prolong their life. This work can be done at home or at the school.

Time Commitment: 2 hours a week

Math Book Processing

This volunteer would work with Pat throughout the year to help copy and bind math books.

Time Commitment: 2 hours a month

Scrip

This volunteer will promote and maintain Rivendell's Scrip program. They will take orders from Rivendell families and place orders from the company.

Time Commitment: 1-2 hours a week

Scholastic Flyers

Assist Kara with assembling Scholastic Flyer packets for classroom. Meet with Kara once you get instructions on assembling flyer packets. This is a task you can do from home. Take the flyers home once per month and return to Kara on the assigned day.

Time Commitment: 1 ½ hours a month

Rivendell Sign Manager

Approximately twice per month, change the Rivendell sign at the corner of Prospect and Riverside.

Time Commitment: 3 hours throughout the year

Yearbook Volunteers

The yearbook volunteers will assist the coordinator in gathering and entering pictures into the online program.

Time Commitment: 2 hours

Classroom Volunteers

Classroom Party Lead

Each classroom will have a volunteer that works with classroom parents to make sure that they have all of the supplies they need for the party. Rivendell holds a Halloween and Valentine classroom party. This volunteer will also make sure that there are enough parent volunteers to help run the party. Our recommendation is to create a sign-up on www.signupgenius.com and share with other classroom helpers!

Time Commitment: 5 hours throughout the school year

Classroom Party Helper

Party helpers work with the classroom party lead. They assist the students with activities and treats. Rivendell holds a Halloween and Valentine classroom party.

Time Commitment: 5 hours throughout the school year

Library Cart

This volunteer will meet with Kara in advance of the first Library Cart time to determine needs and interests for your classroom. Kara will work with you and the classroom teacher to establish a Library Cart time. Select books to take into a teacher's classroom. Give a brief description of each book on the cart. Help students with book selection and check out if necessary. Place unchosen books back on the shelf. Time in the classroom is usually about 15 minutes. Younger Kids have Library Cart twice each month. Middle kids have Library Cart once per month.

Time Commitment: 60-90 minutes a month

Math Mentor

A math mentor will work with the OK and MK teachers to explore areas of math.

Time Commitment: 1 hour a week

Musical Volunteer

Each grade group puts on one musical throughout the school year. Tina would like to have a volunteer for each age group to help with costumes, props, set and sound. It would also be helpful if this volunteer could help with rehearsals.

Time Commitment: 7 hours during the musical

Reading Mentor

***Reading Volunteers will be arranged through classroom teachers**

YK: Reading Mentors will use either the Distar book or reading books when reading with YK. They will work with the teachers to encourage reading and log the student's progress.

Time Commitment: 1 hour a week

MK: Reading Mentors listen to a student read either in the student's reading books or their reader's workshop books. They will log the student's progress.

Time Commitment: 1 hour a week

OK: Reading Mentors will work with the teachers to enforce different reading concepts while listening to students read from their reader's workshop books. They will log the student's progress.

Time Commitment: 1 hour a week

School Event Volunteers

Book Fair Coordinator

The Book Fair coordinator will work with Scholastic to set up a date. They will work with the Librarian to determine which books to promote. They will work with a team to be available during both sales to make sure they run smoothly.

Time Commitment: 20 hours

Book Fair Volunteer

Works with the Book Fair Coordinator to set-up and run the book fair for the school.

Time Commitment: 2-3 hours (before and after school)

Field Day Volunteer

Field Day volunteers help organize the games and/or are in charge of a game.

Time Commitment: 2 hours

Friday Night Art Walk Coordinator

The Coordinator will plan the event with Tina, Rivendell's Art Teacher, and will then oversee all activities associated with our first annual Art Walk.

Time Commitment: 10 hours

Friday Night Art Walk Volunteers

These volunteers will work with the Coordinator to carry out all planned activities.

Time Commitment: 5 hours

Fun Fest Coordinator

The Fun Fest Coordinator will oversee all activities associated with Fun Fest. They will conduct meetings with their committee and make sure that all tasks are completed. The Fun Fest Coordinator will work with volunteers and hold meetings as needed.

Time Commitment: 15 hours

Fun Fest Volunteer

Volunteers will come to Rivendell on October 18th between 4:00 and 9:00 PM (You are not obligated to stay the entire time. Please feel free to stop by and help whenever you are able!) to help set up for the October 18th Fun Fest. The more volunteers, the faster set-up will be!

Time Commitment: 3-5 hours

Fun Run Coordinator

The Fun Run Coordinator works with a team to make the Fun Run a successful fundraiser. They will explain the Fun Run to the school, create sponsor sheets, track money, ensure volunteers for the run and makes arrangements for food.

Time Commitment: 10 hours

Fun Run Volunteer

Fun Run volunteers may help before the run with planning, obtaining food, creating sponsor sheets. Fun Run volunteers may also tally laps, pass out food or prep kids for the run.

Time Commitment: 2 hours

Odyssey of the Mind Coaches

An Odyssey of the Mind coach will attend training meetings. They will coach a team of up to seven children and prepare them to compete in the Odyssey of the Mind Tournament.

Time Commitment: 30 hours

Project Self-Sufficiency Holiday Fundraiser

This volunteer would contact Project Self-Sufficiency to find out information about families Rivendell buys “gifts” for before the holidays. The volunteer will create a bulletin board and help publicize the drive. They would make sure that gift cards are purchased through our Scrip program and then delivered to Project Self-Sufficiency.

Time Commitment: 5 hours

Science Fair Judges

Science Fair Judges will give constructive feedback on our student’s science fair projects in the spring.

Time Commitment: 1-2 hours

Spring Event Volunteers

The Spring Event volunteers will assist the coordinator in working with the venue setting-up and tearing down, acquiring items for the silent auction and monitoring the auction.

Time Commitment: 4-20 hours depending on involvement

Sky Ranch Drivers Coordinator

This volunteer is responsible for coordinating the parent drivers for Sky Ranch. This volunteer will coordinate parent drivers to get the 3rd-5th graders to and from Sky Ranch. They will also coordinate background checks and collect paperwork for all drivers.

Time Commitment: 3 hours

Student Picture Day Volunteer

This volunteer will help line the children up and make sure they each have the proper paperwork. They will help escort the children from the classroom to the photographer.

Time Commitment: 3 hours

Teacher Appreciation Breakfast Volunteer

This volunteer will work with the Teacher Appreciation Breakfast Coordinator to run the Teacher Appreciation Breakfast which will be held on May 11, 2018. The volunteers will help with set-up, clean-up, bringing food and covering classes so teachers can attend the breakfast.

Time Commitment: 1-2 hours. This is a one-time commitment.

5th Grade Graduation Gift Coordinator

The 5th Grade Graduation Gift Coordinator will work with other 5th grade parents to identify and organize the gift the outgoing 5th graders would like to give to the school. This is an opportunity to have fun and be creative! In past years, 5th graders have gifted a tree, a special bench and the drinking fountain in the commons.

To Volunteer at Rivendell

All volunteering opportunities are coordinated through Madeline Cook in the front office. You can also email her at madeline@rivendell-school.org. The steps to get involved are below:

1. Let Madeline Cook know that you are interested in volunteering
2. Review the Volunteer Handbook
3. Sign and submit the Rivendell Communication Policy

Volunteers at Rivendell will be subject to background checks. Details about the background checks will be communicated to interested volunteers.

Volunteer Guidelines

Supervision of Volunteers

Rivendell volunteers always work under the direct supervision of the Principal and professional staff and those teachers who have requested the services of the volunteer. The school is responsible for the education, safety and well-being of each student.

Confidentiality

As you work with the staff and students information of a confidential matter may be shared with you. The problems, abilities, relationships and confidences of students, their parents and the staff should never be discussed with anyone who does not have a professional right or need to know them. Please do not discuss the needs of children at home, with other volunteers or with friends.

Like teachers, volunteers are bound by a code of ethics to keep confidential matters within the school. *The staff and students need to know they can trust you.*

Please do not discuss a child's school progress or difficulties with his/her parents. This is a teacher's responsibility.

Occasionally, a child might confide in you about family matters or personal problems. Keep this confidential, too. If you feel that it is vital for the school to have this information in order to help the student, discuss the child's conversation (in private) with the teacher or principal.

Discipline

Students rarely have behavior problems while working with volunteers. However, Rivendell has a detailed discipline plan, and the responsibility for discipline rests with the professional staff. *Volunteers may not discipline students.* Please make the teacher aware of any discipline problems that might arise while you are working with students.

Restrooms

A staff restroom is available for volunteers. We ask that you do not use student restrooms. For your own protection, we need to ask that you also do not accompany children into or to the restroom. If young children ask for assistance with clothing outside the bathrooms, refer them to another student or teacher.

Dismissal of Students

Volunteers may never dismiss a student from school. Children who must leave school early for any reason must receive permission from the office and sign out before leaving. Under *no* circumstance may a volunteer take a student off Rivendell school grounds. Volunteers may not walk or drive students to their homes unless the child's parent(s) have notified the school office.

Tobacco Free/Weapons Free Campus

Rivendell is a tobacco, drug, alcohol and weapon-free zone. If you smoke or chew tobacco, you cannot do so on school grounds.

Health

If you are not feeling well, don't try to keep up your volunteer duties in spite of an illness. *Do call in advance to let the teacher know you won't be coming in at your scheduled time.*

Rivendell is particularly concerned about keeping students and staff healthy. This is another reason for staying away from school if you have a contagious illness.

Please be aware that your insurance will need to continue to cover you while you volunteer.

Your Commitment

Before you agree to volunteer, carefully consider the commitment you are making. The work volunteers' do is important and the staff and students quickly become dependent upon volunteer assistance.

Don't promise to volunteer more time than you will be able to provide. It's better to start out with a few hours a week and gradually build up to more if you find you have additional time.

Dependability

Please be prompt and consistent. We know there will be times when you will be ill, on vacation or unable to volunteer for one reason or another. However, please let the teacher know as far in advance as possible.

Find Out About School Rules

Become familiar with Rivendell rules and policies by reading through the handbook. Use reasonable judgment in making decisions when there appears to be no policy or when the policy is not communicated. As soon as possible, consult with the supervising staff member or teacher for future guidance.

We all have different ways of doing things.....

When you have been assigned a task, make certain you know exactly how the teacher wants the job done. Ask for clear directions and, if necessary, ask that the teacher give you samples or demonstrate how tasks should be performed.

Cell Phone Usage

Please refrain from taking personal calls, texting or checking email while volunteering at Rivendell.

Is there anything volunteers SHOULD NOT do?

YES! The professional staff at Rivendell is responsible for everything that goes on in the classroom including student instruction, safety and discipline. Volunteers may supplement and support the program, but may not:

- Provide the curriculum or teaching plan;
- Discipline students;
- Take charge of the classroom for any length of time;
- Have access to materials in students' permanent record files;
- Diagnose student needs;
- Evaluate achievement
- Counsel students;
- Discuss student progress with parents or other people or
- Take students to the bathroom.

A volunteer is *never* considered a substitute for a member of the professional staff.

To Summarize...

Volunteers are an important part of the educational team. The suggestions and opinions of volunteers are always welcome. It is the professional staff, however, that is held responsible by law for the decisions that are made regarding the instruction of students and the management of the school. For this reason, volunteers always work under the direct supervision of teachers and staff. Rivendell reserves the right to limit the duration/frequency of volunteer hours.

Rivendell School Communication Policy

Whereas: The Rivendell School Board of Directors, employees, and volunteers respect the personal dignity of all members of our school community. We agree that the best way to provide quality services to our students and parent body is through the use of teamwork. Honest and clear communication among employees and school community members is essential for the personal dignity of all team members, and Rivendell School has adopted the following policy:

1. Any Rivendell School Board member, employee, or volunteer who is not pleased with any action of another Board member, employee, or volunteer is required to communicate directly to that person when possible. It is a violation of this Policy to talk to anyone else, whether an employee or not, who could provide negative publicity to the work of the team about the issue at hand.
2. If a Board member, employee, or volunteer cannot work out an agreeable solution to the problem with the other party, then they are required to inform that party of their discontent when reasonable/appropriate and invite them to meet with the principal. The principal will then utilize the Team Communication Tool to mediate the dispute.
3. If a satisfactory resolution cannot be achieved after working with the principal any of the original parties may appeal to the President of the Board of Directors

Anyone in violation of this policy may be excused from their volunteering responsibilities at the discretion of Rivendell's administrative staff. Personal integrity is the basis for teamwork here at Rivendell School. As Rivendell School Board members, employees, and volunteers, we agree that speaking behind the back of any team member is not acceptable, and undermines the work of Rivendell School. Any Board member, employee, or volunteer who listens to the negative talk of another team member is obligated to stop that conversation and actively direct their teammate to address the concerns directly to the individual with whom they are upset. Failure to do so is a violation of this policy.

The purpose of this communication policy is to place the responsibility of appropriate communication on the shoulders of the disgruntled team member. Each stage of communication in this Policy allows for open, honest feedback to each party involved. We recognize a need for team members to express their concerns, feelings and disappointments regarding the common

issues associated with working in teams. We encourage Board members, employees, and volunteers to use their families and close friends for this need, with discretion, so as not to hurt the work of our team.

Speaking with a team member to gain insights regarding the motivation of another team member is not a violation of this Policy. We encourage the use of collective brainstorming to assist in developing and maintaining the morale of the Rivendell School community.

I, _____ hereby agree to abide by this Communication Policy.
(Print Name)

Signature: _____ Date: _____