



OUR students...THE future

# Volunteer Handbook

## 2022-2023

Ector County Independent School District  
Odessa, TX

Welcome and thank you for volunteering!

Ector County ISD volunteers have been an integral part in education of students for more than 40 years! Engagement of parents and community members is key in the academic journey of **our students... the future!** There are many ways that you can volunteer and we are excited to work with you to provide our students with the best education attainable.

This handbook will guide you in your volunteer journey with ECISD as it addresses procedures, guidelines, and common questions. Please contact your campus directly for questions regarding specific volunteer opportunities. All additional questions and concerns may be directed to the ECISD Development Office at 432.456.7059 or [ECISD.DevelopmentOffice@ectorcountyisd.org](mailto:ECISD.DevelopmentOffice@ectorcountyisd.org).

## ECISD VOLUNTEER PROCEDURES & GUIDELINES

ECISD uses VOLY.org to help manage and track volunteer opportunities across the district. All volunteers must create a VOLY profile and consent to a background check **BEFORE** they may volunteer on an ECISD campus or with ECISD students.

Volunteers must complete two simple steps:

- 1) Visit <https://ectorcountyisd.voly.org> to:
  - a. Create a Volunteer Account
  - b. Complete the Volunteer Application which includes consenting to a background check and selecting all campuses the volunteer wishes to volunteer
  - c. Review and acknowledge receipt of all provided, important documents provided including Sexual Harassment Training, special volunteer instructions, etc.
  
- 2) Upon approval following the background check, volunteers may discover ways to help on their selected campus(es) online at <https://ectorcountyisd.voly.org> or by talking with the campus Volunteer Leader or staff member.

When volunteering on an ECISD campus or with ECISD students, volunteers shall:

- ✓ Check-in with the office staff to acquire a visitor badge
- ✓ Check-out with the office staff when leaving the campus
- ✓ Follow all policies and rules of ECISD at all times
- ✓ Respect the privacy of all students, staff and volunteers by keeping all information received in the performance of my volunteer service confidential, including but not limited to test results, home/family matters. Failure to maintain confidentiality is viewed as a cause for immediate termination of volunteer service.
- ✓ Be dependable, arrive on time and be prepared to serve. Notify the designated school staff and Volunteer Leader with reasonable notice about absences, tardiness and anything else that may prevent fulfilling requirements of a volunteer.
- ✓ Be respectful of all students, parents, staff and other volunteers.
- ✓ Communicate any concerns or questions to the teacher, campus volunteer leader, or campus principal.
- ✓ Refer all disciplinary issues to the school staff. Volunteers may not discipline students. The school faculty and staff are responsible for student instruction, safety and discipline.
- ✓ Refrain from promoting religious doctrines or beliefs, political candidates or parties, or commercial product or brand names.

**IF** a student discloses to a volunteer an instance of abuse or neglect or an intent to harm self or others, the volunteer must report it to the school counselor, nurse or principal immediately as well as to the Texas hotline (800) 252-5400 or website <https://www.txabusehotline.org/Login/Default.aspx>.

Smoking or use of tobacco, alcohol or illegal substances are not permitted on school grounds, at school events or supervised trips.

The professional staff is held responsible by law for the decisions that are made regarding the instruction of students and the management of the school. Volunteers always work under the direct supervision of teachers and administrators. For this reason, the principal or district volunteer coordinator may dismiss any volunteer whose actions are not in the best interest of the school or students. Volunteer reassignment may be requested by staff and volunteers.

## GUIDELINES FOR THE CAMPUS VOLUNTEER LEADER

A Volunteer Leader may be appointed by the school principal and is responsible for organizing, leading, and maintaining the volunteer program at their school as well as serving as the link between the school, parents, community, and volunteers.

Duties may include, but are not limited to:

- ✓ Participate in training and orientation provided for Volunteer Leaders.
- ✓ Communicate with the principal: vision/expectations for volunteer teams; establish methods of communication; school rules and procedures; review school calendar.
- ✓ Collaborate with staff to develop partnership between home, school and community. Encourage team approach for engagement. Lead in creating a welcoming environment - Invite parents and community members to volunteer; share VOLY website and help navigating the site as needed.
- ✓ Serve as VOLY campus user in collaboration with staff member designated by principal to:
  - Monitor VOLY for Volunteers' status (applied, pending, approved)
  - Create, monitor and manage volunteer opportunities, hours
  - Connect volunteers with tasks then follow up to ensure success.
- ✓ Provide orientation to inform the volunteers of school and district policies and procedures. Arrange specialized trainings for volunteers as needed.
- ✓ Maintain regular communication with volunteers, teachers, principal, and Development Office. Address problems through proper channels that arise.
- ✓ Express appreciation to volunteers throughout the year. With the principal, plan a special appreciation event at the end of the year.
- ✓ Participate in the evaluation of volunteer contributions.

## GENERAL TIPS

Volunteering in a school is designed to promote and maintain a supportive relationship for students, teachers, staff, parents and community. Public education is a partnership.

### REMEMBER:

- Be honest** in your actions which will aid in developing trust.
- Be patient** when working with students and personnel.
- Be flexible** in responding to the needs of students and personnel.
- Be friendly** with a smile and positive attitude.
- Be respectful** treat everyone with the respect you want to be treated.
- Be dependable, dedicated, responsible, supportive, professional.**