



# Volunteering at Discovery

September 18, 2014



# Agenda

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- **Types of Volunteer Opportunities**
- How To Sign Up
- Discovery Volunteer Guidelines
- Specific Volunteer Opportunities

# Types of Volunteer Opportunities

	Classroom	School	PTO Activities
Description	Working with small groups in your child's class, preparing materials, assembling folders, hanging work, etc.	Supporting school-based activities such as copy room assistance, health screenings, picture day, library volunteers, cafeteria volunteers	Helping with any of the activities the PTO does to enrich, support, inform and unite such as events, fundraisers, community building, etc.
Organized By	Classroom Teacher	PTO	PTO

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# How To Sign Up

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**Classroom:** contact your child's teacher.

**School and PTO:**

1. Let us know your are interested by completing a volunteer form
2. Register for the PTO Website

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2. Register for the PTO Website

# How To Sign Up

The screenshot displays the Discovery Elementary School website. The header features the school's logo, name, and navigation icons for Contact Us, School Menu, School Attendance, and Calendar of Events. Below the header is a main navigation bar with links for Home, Our School, Administration, Classrooms, Specialists, Library, Resources, Clarity, and PTO. A secondary navigation bar includes a Calendar link and a dropdown menu for PTO, which is circled in black. The PTO dropdown menu contains links for PTO Information, PTO Discovery Website, and PTO Sign Up. The PTO Sign Up link is highlighted with a black arrow pointing to the text "Click [HERE](#) for the PTO Discovery Webpage." Below this text is an LCPS Disclaimer and a date stamp: "Last Modified on August 19, 2013".

**Discovery**  
ELEMENTARY SCHOOL

CONTACT US! SCHOOL MENU SCHOOL ATTENDANCE CALENDAR OF EVENTS

PARENTS STUDENTS STAFF

HOME OUR SCHOOL ADMINISTRATION CLASSROOMS SPECIALISTS LIBRARY RESOURCES CLARITY PTO

CALENDAR

**PTO INFORMATION**

▶ PTO Discovery Website

*LCPS Disclaimer*

*"The content of our PTO website and its links are not controlled by Loudoun County Public Schools. If you find any linked home page content you consider inappropriate, please bring the matter to the attention of the building principal. Remember that the outside source Web page may link to other pages that have not been reviewed by LCPS staff. Please keep this in mind as you enter this website."*

Click [HERE](#) for the PTO Discovery Webpage.

Last Modified on August 19, 2013

# How To Sign Up

The image shows a screenshot of a school website with a navigation menu at the top. The menu includes links for HOME, OUR SCHOOL, ADMINISTRATION, CLASSROOMS, SPECIALISTS, LIBRARY, RESOURCES, CLARITY, and PTO. Below the menu is a sidebar with a 'PTO INFORMATION' section containing a link to the 'PTO Discovery Website'. The main content area features an 'LCPS Disclaimer' and a large blue modal box titled 'ATTENTION USERS:'. The modal contains a warning about external links and 'Your Own Risk' and has 'Accept' and 'Cancel' buttons at the bottom. The 'Accept' button is circled in black. The background website also shows a search bar, a 'Questions or Feedback' link, and a copyright notice for Schoolwires, Inc.

TRAILBLAZERS

PARENTS STUDENTS STAFF

HOME OUR SCHOOL ADMINISTRATION CLASSROOMS SPECIALISTS LIBRARY RESOURCES CLARITY PTO

CALENDAR

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**ATTENTION USERS:**

The content of outside links is not controlled by Loudoun County Public Schools. While school staff review links when they are inserted, the content may change. If you find any linked home page content you consider inappropriate, please bring the matter to the attention of the building principal. Remember that the outside source Web page may link to other pages that have not been reviewed; explore at **Your Own Risk.**

Accept Cancel

ebpage.

Last Modified on August 19, 2013

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Questions or Feedback



# How To Sign Up



The screenshot shows the Discovery PTO website with a navigation menu and a login/register section. The login/register section is circled in black. The navigation menu includes: Home, About PTO, Calendar, Volunteer, Social Events, Fundraisers, Direct Donations/ Memberships, Programs, Playground Plan, Forms, Board & Committees, and Contact Us. The login/register section contains fields for Username and Password, a Login button, and links for Forgot Password? and Register to receive Site News.

DISCOVERY TRAILBLAZERS

## Discovery PTO

Home of the Trailblazers!

Log-In

Home About PTO Calendar Volunteer Social Events Fundraisers Direct Donations/ Memberships  
Programs Playground Plan Forms Board & Committees Contact Us

Username:   
Password:   
[Forgot Password?](#)   
[Register](#) to receive Site News

### Welcome

Welcome to the Discovery Elementary PTO website. We are glad you're here! Please register on the site (to the left) and we will include you in our e-mail updates. Registering for the website, does not make you a PTO Member. You will still need to complete a **"Discovery PTO Member"** form and submit payment. Please join the Discovery PTO!

### PTO News

▸ **Direct Donation Campaign** Posted: 9/8/2014

### The Direct Donation Campaign is in full swing!

So far we've raised over \$9,000! Thanks to all families that participated so far. Congratulations to the Gallagher & Chase families for being winners of Week 1 & 2!

Type	Document
	<a href="#">JuneNewsletter</a>
	<a href="#">MayNewsletter</a>

Like us on Facebook

# How To Sign Up

Volunteer

**Volunteer Events**

- Photo Copy and Folder Helpers**

We are looking for parents to help with 1-2 hour shifts with our Wednesday Communicator copies and folder assembly. We need the most help on Mondays and Tuesday. Feel free to sign up for just one shift or become a weekly volunteer. It is a great way to help the teachers and get to know the school. Volunteers should report to the copy room on the first floor.

[Click here for the on-line schedule.](#)

## Schedule for Tuesday 9/16/2014

Start	End	Notes	Volunteer	Cancel
8:00 AM	9:00 AM		MEGAN LUCAS	
8:00 AM	9:00 AM		YANSI HERNANDEZ	
8:00 AM	9:00 AM		<a href="#">Click here to Volunteer!</a>	
8:00 AM	9:00 AM		<a href="#">Click here to Volunteer!</a>	
9:00 AM	10:00 AM		<a href="#">Click here to Volunteer!</a>	
9:00 AM	10:00 AM		BECKY SLONE	
9:00 AM	10:00 AM		<a href="#">Click here to Volunteer!</a>	
9:00 AM	10:00 AM		<a href="#">Click here to Volunteer!</a>	
10:00 AM	11:00 AM		BECKY SLONE	
10:00 AM	11:00 AM		SAVITHA SESHADRI	
10:00 AM	11:00 AM		<a href="#">Click here to Volunteer!</a>	
10:00 AM	11:00 AM		<a href="#">Click here to Volunteer!</a>	
11:00 AM	12:00 PM		IRINA ELIZAROVA	
11:00 AM	12:00 PM		ANNE SATHULURI	
11:00 AM	12:00 PM		<a href="#">Click here to Volunteer!</a>	
11:00 AM	12:00 PM		<a href="#">Click here to Volunteer!</a>	
12:00 PM	1:00 PM		IRINA ELIZAROVA	
12:00 PM	1:00 PM		<a href="#">Click here to Volunteer!</a>	
12:00 PM	1:00 PM		<a href="#">Click here to Volunteer!</a>	
12:00 PM	1:00 PM		<a href="#">Click here to Volunteer!</a>	
1:00 PM	2:00 PM		<a href="#">Click here to Volunteer!</a>	

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- Specific Volunteer Opportunities

# Discovery Volunteer Guidelines

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## Sign-in Procedures

- As always, we ask that you sign in at the office and wear a Visitor badge while in the building.

## Confidentiality

- Like teachers, volunteers are bound by a code of ethics to keep confidential matters within the school.
- The abilities, problems, relationships and confidences of staff, students and their parents should only be discussed with the school administration or the student's teacher.
- If you feel the school should be aware of this information in order to help the student, discuss the matter in private with the teacher or administration.

# Discovery Volunteer Guidelines

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## Dress

- Take your lead from the teachers and dress appropriately for the job that you are doing.
- Keep in mind that you will serve as a role model for the students; therefore, we ask that your attire be neat and conservative.

## Commitment and Dependability

- The work that parent volunteers do is important to the overall success of the school.
- Establish a schedule for volunteering. This way, those who are counting on you will be able to anticipate your assistance on a consistent basis and plan accordingly.
- Simply notify the school as early as possible if you are unable to volunteer as planned. This will allow us ample time to adjust plans.

# Discovery Volunteer Guidelines

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## Cell Phones

- Please use cell phones only in the event of extreme emergencies.
- Cell phones in the classroom, in hallways or anywhere throughout the building, even on field trips, can be disruptive and can distract volunteers from their assigned tasks.
- Please set your cell phone on silent or vibrate while volunteering.

## Childcare Arrangements

- We appreciate parents making other arrangements for younger siblings during their volunteer time.
- The work room contains equipment that could be dangerous to children, (i.e., the hot laminator, a paper cutter, etc.).
- Bringing younger children into the classroom while you are volunteering can also be disruptive to instruction.

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# Specific Volunteer Opportunities

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Administrative and Community  
Communication and Hospitality  
Fundraising and Events

Keri Schoenbrun  
Maggy Polier  
Valentina Meehan