

"Volunteers polish up the rough spots in our communities."

-Jefferson Award Winner Alice Sandstrom



CORNERSTONE CHARTER ACADEMY

Volunteer Orientation

Whitney Brandt

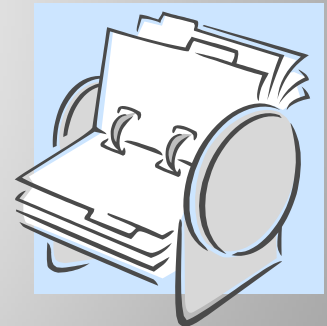
Director of Outreach



School Information

Cornerstone Charter Academy
5903 Randolph Avenue
Belle Isle, Florida 32809

- Main Office 407-608-7171
- Volunteer Office Option 8
- Fax 407-434-7021



wbrandt@cornerstonecharter.com



Who Should Volunteer?

- As stated in the Parent Contract with Cornerstone Charter Academy, **each family** must complete 30 Volunteer Hours for the 2011-2012 School Year.
- *Parents, Grandparents, Aunts, Uncles, Older Siblings, and close Family Friends* are all welcome to Volunteer, as long as it is cleared through the Volunteer Office, and each Volunteer completes the ADDitions process.





What is ADDitions?

ADDitions is the approved OCPS system that we use to screen School Volunteers, and how we keep track of your family's Volunteer Hours.

When you submit your ADDitions application, a background check is performed for the safety of Cornerstone's Students, Faculty, & Staff.

All Volunteers at Cornerstone Charter Academy must be cleared through ADDitions.

www.volunteer.ocps.net



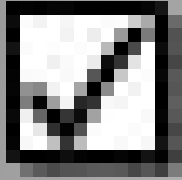
Volunteer Numbers



ADDitions: Last year more than **51,136 volunteers** contributed more than 757,125 hours. Computed at the Department of Education's rate of \$20.25 per volunteer hour, this represents nearly **\$15.3 million** of in-kind contributions donated to OCPS.

Cornerstone: For the 2010-2011 School Year, more than **700 Volunteers contributed over 25,000 hours!** That's \$506,250 of in-kind contributions donated to Cornerstone Charter Academy.

Your Volunteering is for the benefit of your child's education-and that is not something on which you can put a finite number.



What Counts Towards Volunteer Hours?

- Any Cornerstone-sponsored activity may count towards your 30 hours.
- School Lunches, Field Trip Chaperoning, Fundraising, Campus Clean Up Days, The Campus Store, and many, many more!
- Donations: **ALL DONATIONS MUST HAVE PRIOR APPROVAL THROUGH THE VOLUNTEER OFFICE.**
 - The Donation amount for the 2011-2012 School Year is \$10=1 Volunteer Hour. –Up to one-half of your Volunteer Hours may be donated (15).



How do I begin?



- Complete & submit your ADDitions application at www.volunteer.ocps.net (4-6 weeks for processing)
- Email the Volunteer Coordinator with your **ADDitions (legal) name, along with all of the students for whom you are responsible for the 2011-2012 School Year.** *If other family members would like to assist in Volunteering, please include that information, as well.*
- ***Title the email with your collective family name***



How do I find out about events?

- All Cornerstone Volunteer Events will be sent out via **email**, usually twice a week.

It is vitally important that the Volunteer Office is kept updated of your current email address



- All Events will also be posted on the school's website under the Volunteer tab, along with reminders and the ADDitions information.

How do I sign up to Volunteer?



- Each event will state who to contact in order to Volunteer; usually via email.
- **Volunteerspot!-New this year!**
- Sometimes, there will be a sign-up sheet to gather interest, and you will be contacted because of your shown interest.
- Homeroom Parents may also send out a sign up list for classroom events.





What about Field Trips & Visitors?

- **All field trip Volunteers** must also-in addition to their ADDitions **application-submit a field trip application 4-6 weeks prior to the field trip.** **A new application must be submitted for each Field Trip throughout the school year.**
- **All Classroom Visitors, and anyone interacting with students on campus during school hours must be ADDitions approved.**





Please Remember

- Always sign in at the Volunteer Office when you arrive, and sign out when you leave.
- Always wear your name tag for identification purposes.
- Please do not bring younger siblings with you to Volunteer.
- Inform the Volunteer Office if you are unable to attend an event for which you signed up.
- Wear appropriate clothing.
- Follow School Procedures & Policies

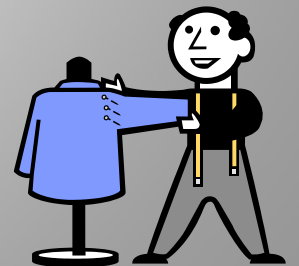




Dress Code

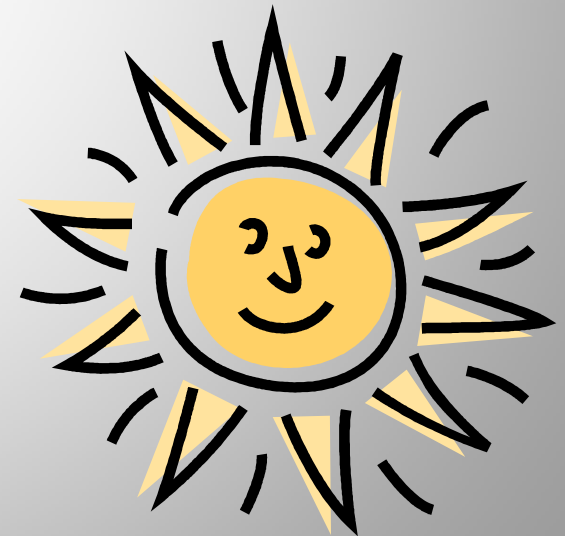


- NO clothing which advertises alcohol, contains obscenities, or suggestive logos.
- NO garments which expose the midriff or undergarments, such as tube tops, tank tops, halter tops, or fish net tops.
- Undergarments must be worn at all times.
- Closed toed shoes are not required, but are recommended for outdoor events.



Responsibilities of Volunteers

- Dependability
- Confidentiality
- Communication
- Follow School Procedures and Policy
- Patience
- Flexibility
- Consistency
- Friendly





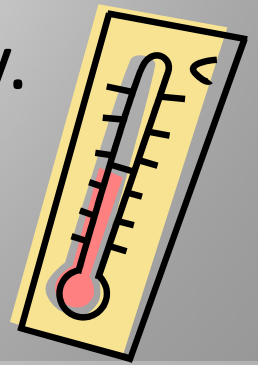
Volunteers Shall Not:

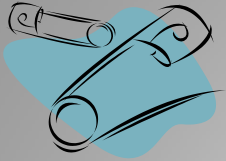
- Assume responsibility for the supervision of a class in the absence of a teacher.
- Assume the responsibility for the discipline of pupils.
- Make decisions regarding the relevancy of activities or procedures.
- Contact parents regarding student performance or write letters home.



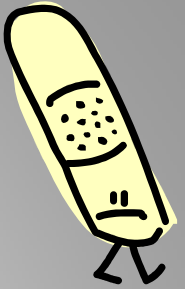
Health & Safety Regulations

- Please do not come to school if you are ill (cold, sore throat, cough). It is important to prevent the spreading of germs in a classroom situation.
- Please let the Volunteer Coordinator know as soon as you can that you will not be coming in; do not worry about leaving the teacher short-handed, your health takes priority.





Safety Regulations

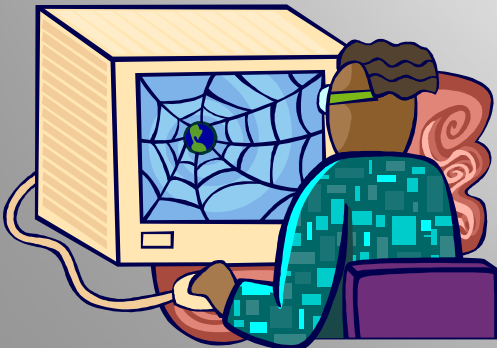


- Do not allow a child to use a paper cutter or adult scissors
- Know emergency procedures and exits. Follow the established emergency plan.
- Learn the proper use of all needed school equipment.
- Never leave a child alone.
- Never allow a child to leave school without checking out through the Office.
- If you have doubts about a situation, ask someone with authority.
- If an accident occurs, immediately inform a Staff Member.
- Never move a child involved in an accident. A member of the school staff will initiate proper procedures for accidents.



Volunteer Guidelines & Code of Ethics

- The Volunteer Guidelines and Code of Ethics, as well as other useful information about Volunteering is located on our website:
- www.cornerstonecharter.com
- Volunteer Tab
- Follow appropriate links



**THANK
YOU**

For your commitment
to

**Cornerstone
Charter Academy!**

It's going to be a great
year!

GO DUCKS!!!