

# Volunteer Guidelines

**San Carlos Charter Learning Center**

# SCCLC Volunteer Guidelines

It is our sincere wish that your experience with SCCLC is positive and rewarding. In order to help in our efforts, please review the list of responsibilities and expectations outlined below. If you have any questions, please do not hesitate to contact the Volunteer Coordinator, a Parent Resource Team (PRT) Member, or other staff or Board member.

# Responsibilities of SCCLC to its Volunteers

1. To establish clear guidelines with the learners that they are expected to be respectful and attentive to any school volunteer, as well as to each other.
2. To provide a clear and well-outlined job description.
3. To provide basic training and review expectations for particular volunteer jobs.
4. To provide clear guidelines of what volunteers can expect from the learners, and procedures to follow if a learner is not meeting those expectations.
5. To provide a schedule.
  - a. If the volunteer will not be needed due to classroom activities, holidays, or other unforeseen circumstances, notice will be given via phone.
6. To provide regular opportunities to hear feedback from volunteers.

# Responsibilities of Volunteers to SCCLC

1. To review job description, behavior guidelines, and proposed schedule or timeline before beginning project. Also, review the calendar for holidays, minimum days, and field trips so that you can anticipate when you may not be needed.
2. To arrive on time when scheduled.
  - a. In the event that you cannot fulfill your commitment, please try to find a replacement by emailing your class list. If that is not possible or there is not enough time to find a replacement, please call/email and notify the Volunteer Coordinator or a staff member so that we can find a replacement.
3. To comply with TB testing and Driver Liability Insurance Statements as required. If you have not been tested for TB or have not filed a Driver Liability Insurance Statement, please do so and return to the Office Manager (Blank Driver Liability Insurance Statement can be obtained from the COCR.)
4. To record your hours in our online Family Volunteer Log.
5. To be open and honest with the Volunteer Coordinator or Parent Resource Team about your experience so that we can continue to improve our processes.

# Recording Hours

We encourage parents to record the volunteer hours they spend working on behalf of SCCLC in our online log. This running total of hours provides us with important data. First, it helps us understand how much time is required to support our various programs. Second, it allows us to assess how aspects of our programs benefit from parental involvement. Lastly, it helps us quantify our parent participation level for the purposes of grant writing and state reporting.

# How To Record Hours From a Computer:

From SCCLC.Net

- Quick Links
- Volunteer Hours Log

## Quick Links

Contact Us

School Map & Links to Classes

Power School

Mailing Lists

Volunteer Hours Log

Email Volunteer Support

PRT

Field Trips

Hot Lunches

Tech Support Request

- Assign User ID/Password

## Sign in to Volunteer Log Site

Family Last Name:

Password (case sensitive):

[Reset Password](#) [How to Reset?](#)

+ Sign In

# How To Record Hours From a Mobile Device

- <http://sancarloscharter.org/mobile> from a desktop browser or
- <http://sancarloscharter.org> from a mobile browser

## iOS devices:

- To add a website to your Home screen, visit the page in Safari and tap the Go To icon at the bottom of the Safari window. Tap Add to Home Screen.

## Android Devices:

- Bookmark the page you want to add to a home screen. Go to the home screen you want to add the link to long-press in an empty space to bring up the “Add to Home Screen” menu, Select “Shortcuts”, Select “Bookmark”, Choose your bookmark!

**Thank You For All You Do**

