

Issaquah High PTSA: Volunteer Guidelines 2015-16 DRAFT

Volunteer Coordinator – Ginger Wilfong jgwilfong1@gmail.com

To our Committee Chairs:

This document outlines the steps for accessing names of PTSA volunteers, assembling a list of volunteers for your event, organizing and communicating with them effectively.

Critical steps in the process are bolded. If you have a volunteer need, please read the process below. If you have further questions or concerns, please contact Ginger Wilfong, the Volunteer Coordinator, or your VPs.

A. Do you need access to a list of potential volunteers?

PROCESS: Volunteer reports are accessible through IssaquahHighPTSA.org. Log into your account then access the reports under "Admin" then "Reports" then "Managed Shared Reports". Reports can be downloaded in excel format and then emails can be copied into your signup.

STEP-BY-STEP:

-Go to issaquahhighptsa.org

-Log in to your "account" (use the same email address and password you used to sign up for PTSA this year)

-After logging in, click "admin" (find this in the upper right hand corner)

-Click "Reports", then "Manage shared reports"

You should see two reports you have access to: "Volunteers – Specific Committee" (or whatever the name is of your specific committee i.e. Staff Appreciation) and "Volunteers - One Time Events"

-Go into "Volunteers – Specific Committee" by clicking the name of the report (This report will get updated periodically by people signing up throughout the year, so each time you need people to volunteer or to bring items for hospitality, you should check if anyone new signed up by clicking on the words "sign up date" on the top column. If you click a second time, you should see the people who most recently signed up. **Please include these newly signed up volunteers when you send out a signup; these could be new families we want to be involved and engaged in IHS.**)

-To download email addresses to copy into your signup or an email, click on the orange "filter" button. Untick everything but email address and click "apply".

-Click the pink "download" button which will create an excel file for you.

-Select the email addresses you want to copy and copy and paste as needed.

Please always bcc people in an email for privacy purposes.

-If you want to save the downloaded file, go to "save as" and save as an excel file (not a csv file).

-These email addresses and other contact information are to be used for PTSA reasons only and are not for personal or business use.

Follow the same steps to access the "Volunteers - One Time Events" report, so keep in mind **these are people who requested to get all emails for single event opportunities at the school**, so these names can also be used.

B. Assembling a list of volunteers: / Creating a volunteer sign up

The template at the end of this document (page 4) can be used to communicate with volunteers.

There are 4 ways to create signups:

1. In SignUp Genius (www.signupgenius.com) – strongly recommended. If you do not know how to use this website, there is a screenshot tour at www.signupgenius.com/how.
 - a) If the prior committee chair created a SignUp Genius to get volunteers, then contact them and have them transfer their old Sign Up Genius to you:
 - The prior committee chair should, log into Signup Genius
 - click on "Sign Ups" (upper left corner)
 - make sure they are on the "Created" tab (middle upper area)
 - click the orange gear icon (see screenshot below- upper middle)
 - click on "Show Sign Ups in the Past" (see screenshot below)
 - click on "save" button
 - click the two opposite arrows (transfer -see screenshot below)
 - locate the correct signup by clicking on "Show Older Sign Ups Also"
 - select that sign up by clicking the tic box to the left of it
 - put the new committee chair's email (who it should be transferred to) in the email address box below it and click "continue"
 - follow the remaining instructions
2. In Volunteer Spot (www.volunteerspot.com) – there is a Demo and a Video Tour under "See How It Works" on their main page.

3. In Google Drive fka Google Docs (through your gmail account) – You can create a Google sheet sign up and share the spreadsheet with volunteers on your report, or you can create a Google form which will create a spreadsheet for you. Google Drive will walk you through each of these choices when you select them and give you a mini training session on how to use them. Keep in mind that if you use a Google form, other volunteers will not be able to see who else is signing up or if your signup is full.
4. As an email only – if you are only looking for a few volunteers, then you can just email the volunteer list you got from the reports. Please use bcc (blind carbon copy) to ensure our volunteers' privacy.

C. Organizing your volunteers

1. **Use volunteer lists first and friends second** – Volunteers have actively signed up to try to get involved and be engaged in the school. Please utilize the volunteer lists from the reports instead of emailing all your friends first. This will ensure a fair 'first come, first served' way of people signing up.

2. **Try to schedule the right amount of volunteers** – Please research the volunteer need and try to ensure the correct number of volunteers. If there are too many volunteers, please consider calling people and giving them the option of not coming in to volunteer or allow people to leave if you don't have work for them. Some volunteers have taken time off work or secured a babysitter for younger children in order to volunteer. Respecting their time, is extremely important. Allowing friends to show up and assist without actually signing up takes away the opportunities of the people who followed the process.

3. Submitting a volunteer list to IHS to ensure volunteers are approved

Once you have your list of volunteers, please submit that list to Jill MacDonald, the Assistant Principal's Secretary at IHS, at MacDonaldJ@issaquah.wednet.edu (425-837-6044), and she will access and check the list of volunteers approved for IHS activities (see #4.a. below). Submit your volunteer list at least a week prior to your event to ensure all your volunteers are approved to volunteer. Anyone not on the approved list of volunteers for IHS will not be allowed to volunteer the day of your event. You can update your volunteer list closer to the date of your event, if you have people who sign up later.

D. Communicating with volunteers

1. **All volunteers must complete the Issaquah School District Volunteer Application Process for the current school year at Issaquahvolunteers@hrmplus.net and will be 'approved' as volunteers, after all information is received and background checks are clear. If volunteers are not approved, they, unfortunately, cannot volunteer.** If a volunteer feels s/he has completed the process and are not sure what the issue is, s/he can contact Jill MacDonald at IHS at MacDonaldJ@issaquah.wednet.edu (425-837-6044). Sometimes it is some small thing that holds the volunteer's name back from being approved (such as not checking Issaquah High School).

2. Parking – **Parking at IHS is limited for the next few years due to construction.** If you expect a large amount of volunteers on a specific day, please suggest carpooling, parking at the back of the school, in visitor parking, and in the parent drop-off line (preferably in that order). Please mention that it might take extra time to park and walk over, so that volunteers are arriving at the time you need. If you get a school parking ticket while volunteering, please bring it to Jill MacDonald or Neil Lasher to be taken care of.

3. Signing in at IHS Office – The two ladies that are in the office at the front desk are: Sharon Hechinger (mornings until 12noon) and Jill Huesgen (afternoons starting at 11:30 am). **A driver's license or state ID will be required from all volunteers checking in.** Committee chairs should have already provided their list of volunteers to Jill MacDonald (see C.3), and the front desk person will check the school's list of approved volunteers. **If the volunteer is not on the school's list of approved volunteers, s/he can check in with Jill MacDonald to see what the reason is but will not be permitted to assist with the event until approved. The committee chair should ensure that each volunteer has obtained a security badge from the office before the volunteer starts working at the volunteer event.**

E. Do you need further help?

Please check with your VPs (check the org chart on the website if you are not sure who your VPs are), if you need general help regarding your committee. Again, Ginger Wilfong, the Volunteer Coordinator, is also your point of contact. Edits to these Guidelines should be directed to Valerie Yanni at valerie.yanni@gmail.com. Thank you so much for chairing a committee and following these guidelines as best as you can!

SUGGESTED E-MAIL TEMPLATE FOR REQUESTING VOLUNTEERS:

From: **Mary PTSA** <mary.ptsa@gmail.com>
Date: Fri, Oct 2, 2015 at 11:27 AM
Subject: IHS Volunteer Opportunity – Staff Appreciation Week – May 8th-12th from 12noon – 1pm
To: blank because you will bcc volunteers
BCC: name of volunteers

Click below on the sign up genius for Staff Appreciation Week on May 8th – 12th from 12noon – 1pm each day.

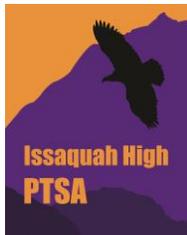
<Add text here about the event, etc.>

<Don't forget your link to the sign up genius or otherwise.>

Please ensure you have completed the Issaquah School District Volunteer Application Process for this school year well in advance of this event, and don't forget to check off IHS under your volunteer preferences. Follow this link to register or update your information: <http://issaquahvolunteers.hrmpius.net>. Only volunteers who have been approved through this process will be able to volunteer at IHS. For more information on this, contact Jill MacDonald at macdonaldj@issaquah.wednet.edu.

Thanks for signing up!

Mary PTSA
Staff Appreciation Week Committee Chair
Issaquah High PTSA



If you decide to send your email from within Google Drive, Sign Up Genius or Volunteer Spot, please format your requests consistently.

location of document: <http://issaquahhighptsa.org/Doc/Documents-Fliers/Issaquah High PTSA Volunteer Guidelines 2015.docx> last edit date: 11/4/2015