

Volunteer Management Guidelines

Dear Committee Chairs:

Most committees will need volunteer help at some point in the year. This document was created to help you connect with volunteers. It outlines important steps for finding, organizing, and effectively communicating with potential PTSA volunteers.

Our **Volunteer Coordinator** can be reached at IHPTSAVolunteers@gmail.com. Please copy your assigned VP so that they know you are in contact with the Volunteer Coordinator.

Please note: Volunteers should be drawn from the volunteer lists at IssaquahHighPTSA.org first.

Step 1: Accessing List of Potential Volunteers

Every Committee Chair has access to download Volunteer Reports for their event through IssaquahHighPTSA.org. Reports should be downloaded and saved as an Excel worksheet prior to any applications done to the report. Here's how to do it. (If you struggle with technical tasks, ask for help.)

1. Go to <http://issaquahhighptsa.org/Home>
2. Click "admin" (located in the upper right corner of the page)
3. Log into your account (use the same email address and password you used to sign up for PTSA this year)
4. Click the "Volunteers – Your Specific Committee" report. If you do not have a specific committee report (e.g. IH PTSA Grants), then please just use the "General Volunteers" list.

NOTE: This report will get updated real-time as new people sign up for events throughout the year. This is especially the case for Hospitality, New Family Connections/Ambassadors Program, and Senior Events.

Every time you assemble volunteers for your event, your volunteer data should be the most current data available to include new families who might have just signed up and would like to become involved and engaged at our school.

5. Click the pink "download" button and the report will download in a .csv format at the bottom of the page. **Please do not make any changes to the report until you have downloaded it onto your computer.**
6. Open the downloaded report and "SAVE AS" this report as an Excel file/worksheet.
7. Select the email addresses, copy, and paste into your email. **Please always BCC email addresses for privacy purposes. These emails and other contact information are to be used for PTSA purposes ONLY.**

Follow these same steps to access the "General Volunteers" report. This report consists of volunteers who requested to get emails for single event opportunities so feel free to reach out to this group if your sign-up sheet is filling too slowly from the smaller volunteer list.

Step 2: Assembling a List of Confirmed Volunteers (Create a Volunteer Sign Up)

Once you have the volunteer report, the next step is to request those volunteers to confirm their commitment for your event. An example email template is located at the end of this section.

You may request that IHPTSAVolunteers@gmail.com create your signup. They may have an old one from last year. If you prefer to do it yourself, there are 3 ways to create signups.

1. SignUp Genius (www.signupgenius.com). We highly recommend this site especially if you are running a very large event. This site provides an easy visual to set up and organize your event, an easy visual of all the available volunteer slots for the prospective volunteer, as well as automatic email reminders of their commitment. If you do not know how to use this website, there is a great screenshot tour at <https://www.signupgenius.com/support> under the “Creating” link.

If a SignUp Genius form has been created by a previous committee chair, then contact them to transfer their old SignUp Genius form to you. We have step by step directions for doing this at the end of this section below the sample template)

2. Google Docs (through your gmail account – Google Drive).
 - a. You can create a Google Sheet sign up and “share” the spreadsheet with volunteers on your report. This will not send reminders to your volunteers, and they have the potential to accidentally delete other sign-ups.
 - b. Alternatively, 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. 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 sign-up sheet is full.
3. Your Personal Email Account. We recommend this method if you are only looking for a few volunteers.
4. If you are familiar with another sign-up template, that is also fine to use.

IMPORTANT - Always remember to use the BCC feature when emailing to ensure volunteers’ privacy.

Sample Template

Hello!

You are receiving this email since you indicated that you would like information when a volunteer opportunity comes up for <general volunteers or your event>.

Please click below on the SignUp Genius link 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 SignUp Genius page or otherwise>

Be sure you have:

- completed the Issaquah School District (ISD) Volunteer Application Process for this school year well in advance of this event (<https://issaquahvolunteers.hrmplus.net/>), and
- don't forget to check off IHS under your volunteer preferences.

Only volunteers who have been approved through this process will be allowed to volunteer at Issaquah High. For more information on the volunteer approval process, please contact Makannah Little at littlem@issaquah.wednet.edu.


Thanks for signing up!

Your Name

Your Event Committee Chair

Issaquah High PTSA

How to Transfer Ownership of an Existing SignUp Genius Form

1. The prior committee chair should log into SignUp Genius.
2. Click on the sign-in initials or photo (upper right-hand corner) and then "Sign Ups" (leftmost tab).
3. Make sure they are on the "Created" tab.
4. Click the orange gear icon.
5. Click on "Show Sign Ups in the Past"
6. Click on "Save" button.
7. Click on the orange, 2 opposite arrows (transfer icon) 
8. Select the sign-up to transfer.
9. Add the new committee chair's email in the email address box below it and click the "Continue" button.
10. Follow the remaining instructions.

Step 3: Organizing your Volunteers

Use the Volunteer List FIRST; Friends second – Volunteers have actively signed up for your event for a reason. Please utilize those folks on your Volunteer Report first. If your friends want to sign up for your event – GREAT! Make sure they go to the volunteer website, follow the process to officially sign up and get the approved background check.

Try to schedule the right amount of volunteers – Check with the prior committee chair to ensure you have the correct number of volunteers. If you are lucky to have too many CONFIRMED volunteers, please consider doing the following:

- Calling people to give them the option of not coming in to volunteer
- Allow people to leave if you don't have work for them
- Asking people to come in for a split shift

Some volunteers have taken time off work or secured a babysitter for younger children in order to volunteer. Respecting their gift of time is extremely important.

If you are having trouble getting enough volunteers, send out a second email to the general volunteer list. If you are still running short, then contact the Event VPs and the Volunteer Coordinator to assist in getting higher visibility for your event. Usually when it gets to that point, everyone pitches in to make sure your event is a success.

Step 4: Submit Your Volunteer List to Issaquah High School

Once you have your list of CONFIRMED volunteers, submit that list to Makennah Little, the Assistant Principal's Secretary (littlem@issaquah.wednet.edu ; 425-837-6044). She will access and confirm the volunteers who have completed the background check. Submit your list at least 1 week prior to your event to ensure all your volunteers are approved. Anyone not on the approved volunteer list for IHS will NOT be allowed to attend your event. Keep working with Makennah Little as your event date approaches as people get approved by the office up to 48 hours prior to your event.

If a volunteer has any questions about not being approved, she can contact Makennah Little directly. Many times, it's a small administrative error, so encourage the volunteer to contact Makennah.

If you have an event that is during the first week of school (Picture Day, Textbook Day, Laptop Checkout), please send Makennah your list as soon as the registration closes for IHS. ISD is trying to approve every school's volunteers and PTSA often has to push to make sure our volunteers are approved in time for the first week of school.

Step 5: Communicating with Volunteers

Parking – Parking at the school is limited. If you are expecting a large group of volunteers on a specific day, please encourage carpooling, parking at the back of the school (in the staff parking near the stadium), parking in the visitors parking, or parking in the parent drop-off lane. It might take extra time to park and walk over, so set your call time as needed. If you get a school parking ticket while volunteering, please bring it to Makennah Little or Jacob Gardiner (school security officer) to sort it out. Please do not park in the student parking lot, since there are students in Running Start who may come to school later.

Signing In – Everyone must go to the IHS Office and sign in at the front desk. A valid Driver's License or State ID is required from all volunteers checking in. The front desk person will check each volunteer against the list of approved volunteers provided by Makennah Little. If the volunteer is not on the school's list of approved volunteers, they can check in with Makennah Little but regardless, that person will NOT be permitted to volunteer for that event until approved. The committee chair should ensure that each volunteer has obtained a security badge from the front office prior to working at the event.

Thanking them – Within 24 hours of the event, please be sure to thank your volunteers with a group photo of the volunteers and copy your VPs.

If you require further assistance, **please reach out to your assigned VP** (found under <http://issaquahhighptsa.org/Page/Pta/IH%20PTSA%20Roster>).

Thank you so much for chairing a committee and following these guidelines. Your generosity and devotion to creating a supportive environment for our kids and school is truly an inspiration!