



John Young Elementary  
ADDitions Information  
2015 - 2016

[Catie Lane](mailto:catie.lane@ocps.net), Coordinator  
([catie.lane@ocps.net](mailto:catie.lane@ocps.net))

### **Welcome to the John Young Elementary ADDitions Team**

Thank you for becoming a John Young ADDitions volunteer. We don't want to bog you down with a bunch of rules but here are a few important points...

1. Prior to participating in ANY activity, volunteers must have submitted a Volunteer Application. Additionally, volunteers wishing to chaperone field trips must submit a Chaperone Application to the appropriate teacher. This includes all volunteers participating through the Partners in Education program. The volunteer application may be submitted online or a paper application submitted to an ADDitions Coordinator. A copy of the chaperone form is available for download or printing but cannot be submitted online. Both forms are available from the ADDitions Registration link on the ADDitions page or at the ADDitions sign-on desk. Please note that sending either of these forms to Community Resources will delay approval, as they will send the forms back to a John Young ADDitions Coordinator for processing. Also, note that a new Chaperone Application must be submitted for each field trip.
2. By OCPS policy, all volunteers MUST sign in and out on the computer in the mail room during school hours BEFORE proceeding to their on campus sites.
3. ALL volunteers, and visitors, MUST wear an identifying badge or name tag. These will be an ADDitions photo ID, ADDitions ID badge, a printed label with their name and bar code, an OCPS vendor badge or an OCPS badge from another location.
4. For your protection, volunteers must NEVER be alone with a student. Remember that faculty members are responsible for the actions of a

volunteer in their charge and the volunteer should always be in a location where an OCPS staff member is present.

Exceptions:

- A. A volunteer who has been trained for crisis counseling through the Crisis Intervention Office at ELC and trained by the senior administrator.
- B. A Mentor/Tutor, Clinic/Health Room volunteer or overnight chaperone who has passed a criminal history background check and has been approved by the district's Community Resources office.

- 5. Once an ADDitions volunteer has been approved, all volunteer activities at school or at home may be counted as ADDitions hours. Partners in Education hours may also be counted. If you have a problem entering after school activity hours, please contact an ADDitions coordinator.

TO BEST ACCOMMODATE YOUR PREFERENCES, PLEASE PRINT THIS SHEET, COMPLETE THE FOLLOWING INFORMATION AND RETURN TO THE ADDITIONS MAILBOX IN THE SIGN-IN ROOM.

Whether you can volunteer one day, two days, or more, your help is always appreciated. Please let us know your interests and the time you have available.

## Preferences

- ADDitions Communications Director: Involves contacting volunteers via phone and/or e-mail with information on upcoming activities, events, and other news. Community Resources Coordinator training is required.** \_\_\_\_\_
- Classroom Assistant: Work in the classroom with individual students and small groups. Assist the teacher with daily activities.** \_\_\_\_\_
- Field Trip Chaperone: Monitor small groups of students, usually three or four, on class field trips.** \_\_\_\_\_
- School Activities: Help with the planning, preparation and/or assist at an event.** \_\_\_\_\_
- I am interested in being on a Planning Committee.** \_\_\_\_\_
- Media Center: Assist the Media Specialist with a variety of library tasks** \_\_\_\_\_
- Read-2-Succeed: Provide one-on-one reading assistance and mentoring to second grade students reading below grade level. Volunteers are trained in reading skills and comprehension, as well as mentoring methodology and practices.** \_\_\_\_\_
- Five Star: Gather and prepare information for the Five Star Award** \_\_\_\_\_

**Application. John Young must meet 100% of established criteria that require the full engagement of business partners, volunteers, students, families and the School Advisory Council in the educational process and must document how we model excellence through specific community programs. This would require about 20-30 hours of your involvement.**

## Availability

Field trips only \_\_\_\_\_

Call me once \_\_\_\_\_

Once a month \_\_\_\_\_

Once a week \_\_\_\_\_

Any specific day(s)?  
\_\_\_\_\_

More often (please specify if possible)  
\_\_\_\_\_

Preferred method of contact. Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

If phone, what time is best? Morning \_\_\_\_\_

Afternoon \_\_\_\_\_

Evening \_\_\_\_\_

Name: \_\_\_\_\_

Teacher preference: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_