



Studies show that parents who are actively involved in their child's educational process will have a more successful student with better attendance, test scores, and a more positive attitude towards school. As we are both working toward the same goal: enhancing and developing your child's education, our aim at Chocachatti is to build a partnership with you for the betterment of your child and his/her education.

This then, is the reason that you are required to participate in some form of volunteer service. Because we understand the busy schedules and time constraints that most of us are under, we are requiring a total of only eight (8) volunteer hours per family (which must be completed by the custodial parent(s)).

If you have any questions about volunteering, please feel free to contact Michelle Cruz, Volunteer Coordinator, in our front office. She is here to help you achieve your volunteer hours and to make you feel comfortable and enjoy the school experience as much as your children do. You can reach her at (352) 797-7067.

### **VERY IMPORTANT: Volunteer Registration Forms**

The 2018-2019 volunteer registration forms will only be available online. Please visit [www.hernandoschools.org/Page/4905](http://www.hernandoschools.org/Page/4905) after July 15, 2018 to fill out a volunteer form. If you are a two-parent family, we suggest that both parents fill out a volunteer form to earn your required volunteer hours. County office requires any and all individuals who are volunteering on our campus or accompanying a class on a field trip (parents, grandparents, older siblings, etc), to have an approved volunteer registration form on file.

Make sure you complete the entire application online. When filling it out, please check the box to volunteer at Chocachatti. Also, if you have any information you need to disclose such as arrest and criminal history, you must send an email to [volunteerapplications@hcsb.k12.fl.us](mailto:volunteerapplications@hcsb.k12.fl.us) and attach a statement and documentation of any charges and the outcome. If you fail to disclose any criminal history, you will automatically be denied and will not be able to resubmit until the next school year.

## Here are Some Frequently Asked Questions Regarding Volunteering:

- ❖ Do I have to put in more than 8 hours per child?  
No! You are required to do only 8 hours per family.
- ❖ Do my spouse and I have to do 8 hours each?  
No! Only 8 hours has to be done total. You may both work toward those hours. Attending events and conferences together can double your time.
- ❖ I work all day. Can Grandparents do my hours for me?  
No! Although grandparents, aunts, uncles, older siblings and other relatives are always welcome to volunteer and participate in the events and activities at school, they **cannot** do your required hours for you. That is your responsibility.
- ❖ Why must I fill out a volunteer registration form?  
Volunteer registration forms are required by the county and new ones must be filled out **every year**. You can not earn hours without a completed form being returned. Also due to liability issues, a registration form must be in County Office if you are on campus volunteering.
- ❖ Why must my husband fill out a form when I will be doing the volunteering?  
If your spouse plans on attending an award ceremony, class play, evening performance, open house, or any event throughout the year, he/she must have a form filled out in order for his/her hours to count. This does not obligate them to volunteer in any other capacity or at any other time.
- ❖ Will you contact me when you need a volunteer for something?  
No! It is your responsibility to make arrangements to do your volunteer hours. Look on EDLINE or Chocachatti Elementary School Official Facebook for volunteer needs and events for the month.
- ❖ Can I Do More Than 8 Hours?  
Absolutely! We have several parents with over 100 hours a year, so you are free to put as much time in as you would like.
- ❖ What Can I Do to Earn Volunteer Hours?  
Almost anything! We are not looking for manual labor so much as parent participation.

## Here are Some Examples of What Counts for Volunteer Time:

- Attending Conferences
- Award Ceremonies
- Class parties
- Class plays
- Performances and other special presentations
- Cafeteria monitors anytime between 10:15am – 12:30pm, Mon.-Fri.
- Joining and/or attending School Advisory Council meetings
- Working special events such as Book Fairs, Festivals, etc.
- Field trips
- Having lunch with your child

Many of our events are held in the evenings making it possible for working parents to attend. Take advantage of what you are able to do rather than wait until the end of the year. Some parents are left with having to take time off from work to get their hours in during the last few weeks of school.

- *If these hours are not completed by the end of the school year, your child/ren will lose their seat at Chocachatti for the following year, so please do not put off tomorrow what can be done today.*

### Important:

EDLINE, Chocachatti's Home Page ([hernandoschools.org/ces](http://hernandoschools.org/ces)), our Facebook Page (Chocachatti Elementary School Official), and our CES Remind 101 app (sends texts to your phone) are important sources of information and many times the only place that special dates and deadlines are announced. (If you do not have access to the internet you can stop by the Media Center to go online there.) To sign up for our CES Remind 101, enter the number 81010 on your phone and text the following message to the number in order to receive texts from the school: @cesremi

### Visiting and Volunteering:

Although we don't expect our parents and visitors to wear uniforms when visiting or volunteering, please dress appropriately for a school environment. When visiting, comfortable shorts, jeans, and T-shirts are fine, but please stay away from casual beach attire and other unseemly dress. When volunteering, we ask that you please adhere to the county's Dress Code Policy, found in the Student Code of Conduct.

### Signing In/Out as a Visitor or Volunteer:

When you are coming on campus to visit or volunteer, remember to enter through the front office and sign in on the computer. V Soft is a special software program that will track your time and will print out a visitor or volunteer badge with your name, date and time, which **MUST** be worn when on campus. When you exit the campus, you must exit through the front office, sign out on the computer, and return your badge. If you do not sign out, you could lose all of the volunteer time earned that day. This also helps us track who is on campus in the event of an emergency.

## **Mornings & Afternoons:**

After the first 2 days of school, incoming Kindergarten parents will be asked to say their goodbyes in the car, allowing their child to independently go to his/her class after being dropped off through the drop off line (do not park and walk your child up). After the first day of school, grades 1-5 parents will drop their child off using the drop off line, and will remain in the vehicle as their child heads to class. It is our goal to foster responsible individuals and this small step is a huge lesson in both independence and self-esteem to our children. You may be surprised to learn that a majority of our young children, although very clingy when Mom or Dad are present, display a great amount of independence and self assurance as soon as they are out of their parent's sight.

When picking up a student at the end of the day, you must use the pick-up line and have the pick-up card displayed in your window at all times while on school property.

## **Volunteering in the Classroom:**

Classroom volunteers can be a great asset to the individual teacher and students, relieving the teacher of a lot of necessary but tedious work (ex: copying, cutting, helping in the classroom, etc.).

Although all our teachers want to achieve a good relationship with their parents, some teachers are not as comfortable with parent volunteers in their classrooms as others might be. Because of the varied teaching styles, it is important that we respect what works best for our teachers and take that into consideration when wanting to go to the classrooms.

Even those teachers that welcome classroom volunteers need advance notice so that they can make the most of your service. This often takes some preparation on the teacher's part. *You can not volunteer in a classroom without a prior arrangement being made between the teacher and yourself. Also, you can not bring other children when volunteering.*

All of our teachers have voicemail and you are at liberty to call any time and leave a message with your child's teacher. This is an excellent way for you to let the teacher know of your desire to volunteer in his or her class and for the teacher to contact you and set up a good time to volunteer.

## **Confidentiality:**

Please note that when working in the classroom with a teacher, you might become privy to information about other students in the class. It is your responsibility and obligation to keep this information to yourself and not share it with anyone else. To do so could jeopardize your ability to work in the classroom in the future.

### Attending Large Events and/or Evening Performances:

All of our activities and events are very well attended by parents and family. With evening events and other large functions, we usually revert to a sign-in sheet to record and document volunteers/visitors. If you do not sign in on the front office computer, please be sure that you sign in on a sign-in sheet. They will most often be found by the front gate or in front of the cafeteria. If you do not see one, ask! We must have the documentation in order to give you credit for your hours.

If you should have any further questions or concerns, please feel free to call the front office at (352) 797-7067. Our office hours are 8:00 am – 4:00 pm.

Go to [www.hernandoschools.org/Page/4905](http://www.hernandoschools.org/Page/4905)

This is the first page of Volunteer Application on the Hernando County School District website. Please read and click next.



This is the second page of the application. On this page, please fill out all of the fields exactly as they appear on your identification.

The screenshot shows the second page of the application, titled 'Volunteer Application: Personal Information'. It features a 'Home' button at the top left. Below the title, there is an important note: 'IMPORTANT: Please enter all information exactly as it appears on your identification card (e.g. driver's license). Any field with an \* is a required field.' The form consists of several input fields arranged in two columns. The first column includes: First Name\* (Jane), Middle Name (Marie), Last Name\* (Doe), Maiden Name (Buck), Gender\* (Female), and Date Of Birth\* (06/01/1978). The second column includes: Address Line 1\* (12345 Main Street), Address Line 2, City\* (Brooksville), State\* (FL), Zip\* (34604), Phone Number\* ((123) 456-7890), and Email\* (jdoe123@yahoo.com). At the bottom, there is a small note about email notifications.

This is the third page of the application. On this page, please select all of the schools you plan to volunteer at.

The screenshot shows the third page of the application, titled 'Please select the schools at which you wish to volunteer:'. It features a list of schools with checkboxes next to them. The schools are categorized into 'Elementary', 'Middle School', and 'High School'. Under 'Elementary', 'Chocachatt Elementary' is selected. Under 'Middle School', 'Fox Chapel Middle School' is selected. Under 'High School', 'Central High School' is selected. There are also 'Other' options and a 'Not Applicable' option. At the bottom, there are three buttons: 'Back', 'Next Page', and 'Cancel'.

This is the fourth page of the application. Please select your relationship to the student(s) and where you will be volunteering.

Please select your preferences from the list below:

Affiliations (select one):	Functions (select all that apply):	Organizations (select all that apply):
<input type="radio"/> Alumni	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
<input type="radio"/> Business Partner	<input type="checkbox"/> Adult Ed	<input type="checkbox"/> Band Boosters
<input type="radio"/> Community Member	<input type="checkbox"/> After School Event	<input type="checkbox"/> Boys and Girls Clubs
<input type="radio"/> Faculty	<input type="checkbox"/> Athletics	<input type="checkbox"/> Business Partner
<input type="radio"/> Grandparent	<input type="checkbox"/> Band/Music	<input type="checkbox"/> Coaching
<input type="radio"/> HCSD Students	<input type="checkbox"/> Boosters	<input type="checkbox"/> Collegiate
<input type="radio"/> Other Relative	<input type="checkbox"/> Boys & Girls Club	<input type="checkbox"/> Community
<input checked="" type="radio"/> Parent	<input type="checkbox"/> Breakfast / Lunch	<input type="checkbox"/> ESE School
<input type="radio"/> Other (Please specify)	<input type="checkbox"/> Cafeteria Helper	<input type="checkbox"/> FCA Boosters
<input type="text"/>	<input checked="" type="checkbox"/> Chaperrone	<input type="checkbox"/> Football Boosters
	<input checked="" type="checkbox"/> Classroom	<input type="checkbox"/> H.E.A.R.T.
	<input type="checkbox"/> Clubs	<input type="checkbox"/> H.O.S.T.S.
	<input type="checkbox"/> Communities In Schools	<input type="checkbox"/> Junior Achievement
	<input type="checkbox"/> Conference	
	<input type="checkbox"/> Contract Services	
	<input type="checkbox"/> Employee	

Back Next Page Cancel

This is the final page of the application. On this page you will read the disclaimer, check the box and type your full name.

**VERY IMPORTANT:**

If you have any information to disclose such as arrest and/or criminal history, you must send an email to [volunteerapplications@hcsb.k12.fl.us](mailto:volunteerapplications@hcsb.k12.fl.us) and attach a statement and documentation of all charges and the outcome.

Please read the following carefully:

**Disclaimer**

By my signature I certify that I have not been arrested and/or charged with a criminal offense that would disqualify me from volunteering per HCSD board policy 6.173. I agree that any false statement or information requested will result in my termination as a school volunteer. A review of an applicant's criminal history prior to submitting the online application can be requested by submitting your criminal history to [volunteerapps@hcsb.k12.fl.us](mailto:volunteerapps@hcsb.k12.fl.us)

Please check here to indicate that you agree to all of the above statements.

NOTE: If you supplied an email address, you will receive confirmation of volunteer approval via email from [support@raptorware.com](mailto:support@raptorware.com).

Please type your full legal name (First and last name are required):

First Name\* Jane Middle Name\* Marie Last Name\* Doe

Back Next Cancel