

1815 N. 7th St.
Harlingen, TX 78550

Phone: 956.425.1882
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www.calvaryharlingen.org

Don't Wait!
Get involved today and
make a difference in the
lives of children and in
the Kingdom of God!



We appreciate our volunteers!

What is a Volunteer Form?

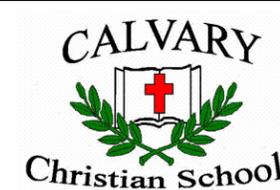
A volunteer form acknowledges that you have read the volunteer handbook and agree to abide by the guidelines. This form reflects that you understand and agree to confidentiality of school information. Failure to abide by the volunteer guidelines may disqualify you from service. This form gives Calvary Christian School your consent to conduct a background check on you.

Volunteer Expenses

You may be able to deduct the cost of transportation to and from home and the school if you are on campus to volunteer or are driving for a field trip. Supplies and materials that you personally purchase and use exclusively in your volunteer role may also be deductible. Ask your accountant for further information.

Signing In and Out

It is important to sign in and out in the main school office. We must be able to account for all persons on campus during our school day. Scholarship recipients must keep an accurate record of their volunteer hours on the form provided with your packet. Extra forms are available in the financial office. All volunteers and visitors will be issued a badge to wear while on campus.



Volunteer Handbook

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Thank you for your Support!

On behalf of Calvary Christian School, we want to thank you for giving of your time, talents, and resources for the benefit of our students. We thank you for the wisdom you share and the care you provide.

From lunch duty to making copies, designing bulletin boards to driving on field trips, you are all role models to our students and make an important impact on the lives of our students.

This brochure provides all of our volunteers with information to make your service at our school a valuable experience. Please take the time to familiarize yourself with the enclosed guidelines and procedures.

Thank you for supporting Calvary Christian School.

May the Lord bless you!

Mrs. Karen Zeissel

Mrs. Tami Johnson

Volunteer Opportunities

- Tutoring
- Library—shelving, book fair
- Field trips
- Class parties
- Office aide
- Vision/hearing testing
- Special chapels, Christmas program
- Fundraisers
- Playground duty
- PSIA, Spelling Bee, FCA, NJHS
- Coaching athletic teams
- School pictures, yearbook
- Field day



Inside:

Volunteer Code of Ethics	2
Did You Know?	2
Safety Concerns	2
Tips for Volunteers	3
Field Trips	3
Overnight Field Trips	3
What is a Volunteer Form?	4
Volunteer Expenses	4
Signing In and Out	4

Tips for Working with Students:

- Encourage children to do their best
- Help students realize that making mistakes is part of learning
- Be consistent with the teacher's rules for behavior
- Smile
- Treat all students the way you want your own children treated
- Pray with and for the students

Volunteer Code of Ethics

It is essential for all school volunteers to adhere to a professional code of ethics. We ask that volunteers abide by the following:

- **Confidentiality**—Volunteers may not discuss school matters or information concerning students outside the classroom with anyone other than designated staff members.
- **Dependability**—When volunteering, be someone our teachers and students can count on. If something beyond your control arises preventing you from arriving at your scheduled time, please be considerate of those depending on you and notify them in advance.
- **Communication**—When you have questions or concerns about policies or procedures, communicate with the appropriate person. Ask the teacher, the principal, or the office staff if you have questions.
- **Appearance/Attire**—Volunteers should set a good example for students. We ask that all volunteers be well-groomed, modest, and appropriately dressed.
- **Discipline**—Never raise your voice to a child in anger. Use only appropriate language. Never touch a student in any way that is aggressive, disciplinary, or sexual in nature. Only staff members may administer any corrective discipline. Communicate problems with our staff.
- **Attitude**—Remember to remain impartial towards students. Everyone should feel important. Come to school with a positive attitude, one that will say to students, "You are so special. I'm glad that I have an opportunity to work with you!"

Did you know?

- Each classroom has an emergency clipboard with important information for responding in emergency situations.
- A fire escape route is posted in each classroom.
- Each classroom has a telephone which enables you to contact the main office.
- All coaches and ECC staff are CPR certified.
- Movies and books not checked out from our library must be approved.
- All students leaving early must check out in the main office.
- The copiers require a code, so contact the office if you need to make copies. Be careful with copyright policies.
- If you would like to have lunch in the cafeteria, please notify the main office first thing in the morning. Lunch tickers for a hot plate or a salad may be purchased in the main office.
- Some rooms, equipment, and the vans must be reserved ahead of time. Ask if you are uncertain.
- All visitors must check in at the main office.
- You should notify the teacher or principal if a student confides in you about an abusive situation.
- First aid kits are available in each classroom. If you witness an accident, a report must be completed and given to the main office.
- If you are involved in an activity that requires special set-up of equipment or facilities, you should notify the main office ahead of time so that arrangements can be made.
- Only proper use of the internet will be allowed.



Safety Concerns

- Volunteers should never allow themselves to be in a situation where they are alone with a single student.
- Some of our students have life-threatening allergies. Please do not bring peanut or tree nut products on campus. Do not allow home-baked foods to be served to students.
- Volunteers may NOT administer medication of any kind. Epi-pens can be used in the event of an emergency if the student has a medical permission on file in the main office.
- Volunteers must be readily available, be mindful of safety concerns, and respond to students' needs. Students need your full attention.
- Only use your cell phone during scheduled break times and never while driving.
- Do not leave students alone or allow them to go into empty classrooms.

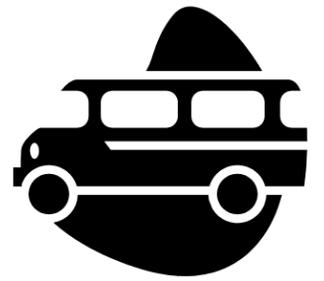
*By giving of yourself,
by sharing time,
by caring
YOU are
making a difference!!*

Tips for Volunteers

- **Ask Questions.** Know who to go to with questions. The office staff can help you. All questions are important...ASK!
- **Arrive Early.** Check in with the main office. When possible, speak with the teacher ahead of time to clarify instructions.
- **Be familiar with our campus.** If you have not toured all of our facilities or do not know where everything is located, ask for a tour.
- **Live up to your commitment.** Be reliable, and if you can't be where you are supposed to be, notify the appropriate staff ahead of time.
- **Be an ambassador for Calvary Christian School.** Dress appropriately and speak positively at all times.

Field Trips

- Copy of Drivers' License and current insurance must be on file in the school office.
- Must be at least 21 years of age.
- Chaperones may not use tobacco in the presence of, or within sight of, students.
- May not use or possess alcohol or other drugs
- Cell phones should NOT be used while driving
- Must adhere to the approved travel route. No unauthorized stops may be made and scheduled stops must be taken.
- Vehicle should be filled with fuel and ready to leave when you arrive at school.
- Students must wear the appropriate safety restraints
- Movies and music in vehicles must be appropriate for our students. If you would not play it in the classroom, do not play it in your vehicle.
- Must abide by the traffic laws for the safety of our students
- First aid kit and accident reports should be available. Report all accidents to the school immediately.
- Permission slips should be taken on the trip
- Extra children may not attend school trips
- You are asked to travel as a group and stay with your assigned group of students.
- Follow the schedule. You should not leave the entire group to take your small group elsewhere.
- Chaperones may not have a weapon in their possession while on a field trip



*A kindness done
today is the
surest
way to a brighter
tomorrow.*

Overnight Field Trips

While *all of the field trip guidelines apply*, overnight trips require an extra commitment from the chaperones. You are always "on duty".

- Volunteers must agree in writing to a background check in order to chaperone an overnight trip.
- Students must be supervised at all times. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
- Sleeping arrangements will be made by CCS staff and cannot be altered.
- No device with a camera may enter shower facilities. During shower times, a chaperone will sit outside the facility to ensure privacy. They will collect devices and redistribute as the students exit.
- Staff members will administer discipline. A clear chain of command will be communicated to all chaperones and should be followed. Notify staff members immediately if discipline issues arise.
- A contact list of all student, staff, and chaperone cell phone numbers will be made available to staff and chaperones for contact information. Communication with students via their phones will be for emergency purposes only.
- Pranks can get out-of-hand and therefore are prohibited.
- Remember you are there to help ensure the safety of our students and facilitate a fun and memorable experience for them.
- Always remember you are representing our Lord Jesus Christ !!