

2016-2017  
*Campus Contact*  
HANDBOOK



**Texarkana**  
Independent School District



# 2016-2017 Campus Contact HANDBOOK

## AUGUST - SEPTEMBER

- Attend Monthly Campus Contact Meeting
- Contact each person who completed an application form and determine if he/she is still interested
- Place volunteers in duties using their volunteer application
- Hold volunteer orientation for all volunteers. Send Training dates to Student and Community Development office
- Publicize PIE recruitment/opportunities and thanks through your school newsletter
- All volunteers must complete Criminal History Authorization forms
- Turn in all Criminal History Authorization forms to PIE Office
- Use RAPTOR system or provide a sign in book and identification buttons
- Inform all volunteers of any holidays and or testing dates
- Send cumulative volunteer hours to PIE office EACH MONTH
- Coordinate and report count for Meet the Teacher Night
- Attend Volunteers in Public Schools (VIPS Meetings) and send minutes to PIE Office
- Provide Office with a list of Parent Workshops, documentation includes sign-in sheets and materials distributed to parents
- Acknowledge business partners in school news letter
- School news letter provided to PIE office
- Active Volunteers in Public Organization includes:
  - Regular Executive Board Meetings, Budget, Minimum of four (4) general meetings held a year, new offices are elected each year, minutes are taken at each meeting and treasurer's report is presently to board
- Provide a list of donations received for the month along with estimated value

## OCTOBER

- Attend Campus Contact Monthly Meeting
- Send cumulative volunteer hours
- Continue placement of volunteers
- VIPS Campus Executive Board Meeting
- Hold additional volunteer orientations for new volunteers
- Coordinate and report count for Parent Teacher Conference
- Provide PIE office with RAPTOR/ or Spreadsheet of volunteers
- Provide PIE office with a list of Parent Workshops including documentation
- Acknowledge all Business Partners in school newsletter
- Provide a list of donations received for the month along with estimated value
- Attend VIPS District Meeting

## NOVEMBER

- Attend Campus Contact Monthly Meeting
- Send cumulative volunteer hours
- Continue placement of volunteers
- VIPS Campus Executive Board Meeting
- Hold additional volunteer orientations for new volunteers
- Coordinate and report count for Parent Teacher Conference
- Provide PIE office with RAPTOR/ or Spreadsheet of volunteers
- Provide PIE office with a list of Parent Workshops including documentation
- Acknowledge all Business Partners in school newsletter
- Provide a list of donations received for the month along with estimated value
- Attend VIPS District Meeting
- Coordinate and report count for Parent Involvement Day and Kids at Hope Week

## DECEMBER

- Attend Campus Contact Monthly Meeting
- Send cumulative volunteer hours
- Continue placement of volunteers
- VIPS Campus Executive Board Meeting
- Hold additional volunteer orientations for new volunteers
- Provide PIE office with RAPTOR/ or Spreadsheet of volunteers
- Provide PIE office with a list of Parent Workshops including documentation
- Acknowledge all Business Partners in school newsletter
- Provide a list of donations received for the month along with estimated value
- Attend VIPS District Meeting

## **JANUARY**

- Attend Campus Contact Monthly Meeting
- Send cumulative volunteer hours
- Continue placement of volunteers
- VIPS Campus Executive Board Meeting
- Hold additional volunteer orientations for new volunteers
- Provide PIE office with RAPTOR/ or Spreadsheet of volunteers
- Provide PIE office with a list of Parent Workshops including documentation
- Acknowledge all Business Partners in school newsletter
- Provide a list of donations received for the month along with estimated value
- Attend VIPS District Meeting

## **FEBRUARY**

- Attend Campus Contact Monthly Meeting
- Send cumulative volunteer hours
- Continue placement of volunteers
- VIPS Campus Executive Board Meeting
- Hold additional volunteer orientations for new volunteers
- Provide PIE office with RAPTOR/ or Spreadsheet of volunteers
- Provide PIE office with a list of Parent Workshops including documentation
- Acknowledge all Business Partners in school newsletter
- Provide a list of donations received for the month along with estimated value
- Attend VIPS District Meeting
- Beginning planning district Partners In Education Recognition Dinner

## **MARCH**

- Attend Campus Contact Monthly Meeting
- Send cumulative volunteer hours
- Continue placement of volunteers
- VIPS Campus Executive Board Meeting
- Hold additional volunteer orientations for new volunteers
- Provide PIE office with RAPTOR/ or Spreadsheet of volunteers
- Provide PIE office with a list of Parent Workshops including documentation
- Acknowledge all Business Partners in school newsletter
- Provide a list of donations received for the month along with estimated value
- Attend VIPS District Meeting
- Begin selection of Volunteer of Distinction

## APRIL

- Attend Campus Contact Monthly Meeting
- Send cumulative volunteer hours
- Continue placement of volunteers
- VIPS Campus Executive Board Meeting
- Hold additional volunteer orientations for new volunteers
- Provide PIE office with RAPTOR/ or Spreadsheet of volunteers
- Provide PIE office with a list of Parent Workshops including documentation
- Acknowledge all Business Partners in school newsletter
- Provide a list of donations received for the month along with estimated value
- Attend VIPS District Meeting

## MAY - JUNE

### **Attend PIE Celebration Attend VIPS Installation of Officers**

- Attend Campus Contact Monthly Meeting
- Send cumulative volunteer hours
- Continue placement of volunteers
- VIPS Campus Executive Board Meeting
- Hold additional volunteer orientations for new volunteers
- Provide PIE office with RAPTOR/ or Spreadsheet of volunteers
- Provide PIE office with a list of Parent Workshops including documentation
- Acknowledge all Business Partners in school newsletter
- Provide a list of donations received for the month along with estimated value
- Attend VIPS District Meeting
- VIPS officer training

***Take well deserved rest!!!***



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**VOLUNTEERS IN PUBLIC SCHOOLS  
MONTHLY CAMPUS  
VOLUNTEER HOURS REPORT**

Campus: \_\_\_\_\_ Month: \_\_\_\_\_

Parent Hours	Community/Business Partner Hours	Total Combined Hours	Estimated Number of Volunteers

Name of person submitting form: \_\_\_\_\_

Please complete Volunteer Hours Report by the 5th of each month.

**Brittney Hunter**  
Brittney.Hunter@txksid.net  
Office of Student & Community Development  
(P) 903.794.3651 ext. 1035  
(F) 903.792.2632



**Texarkana**  
Independent School District  
**DONATION REPORT FORM**

Use this form to report all donations/gifts received by a campus/department, including donations/gifts recorded to activity fund accounts and regardless if the donation/gift is monetary or non-monetary (including equipment, staff luncheons, etc.).

Campus/Department: \_\_\_\_\_ Date: \_\_\_\_\_

Donor (If organization, please provide name of president): \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

DESCRIPTION OF DONATION	VALUE*	PURPOSE OF DONATION
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

***\*Value, determined by donor, will be for internal reporting purposes only.  
This value may not be recognized/accepted as an appraised value for IRS purposes.***

Permission is requested to accept this donation/gift for our school/department. The donor understands that the donation/gift will become the property of the Texarkana Independent School District and acceptance is subject to board policy CDC (Local). If applicable, the campus/department will notify the District's Business Office to add the approved donation/gift to the fixed asset inventory.

Principal \_\_\_\_\_ Date \_\_\_\_\_

***Please forward this completed and signed form to the Student and Community Development office.***





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**PARENT ACTIVITY MONTHLY REPORT**

Campus: \_\_\_\_\_ Contact: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Type of Activity: Meet The Teacher; Parent Teacher Conference; Parent Workshop; Parent Involvement Day; Grandparent Coffee; Muffins for Mom &amp; Donuts for Dads; VIPS General Meeting; Student-Family-School Success Agreement; Parent Survey; Family Fun Night</b>	<b>Method of Contact: Flyer, Face to Face; Phone Calls; Letters; E-mails; School Website</b>	<b>Number of People Attended Date of Event</b>



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## ELEMENTARY CAMPUS CONTACT MONTHLY REPORT

**Note:** Each Elementary Campus is different. We have tried to cover all activities district wide. Your campus may not do all of these activities only check the ones that are applicable to your campus.

### *Supporting the work of VIPS by Serving as a point of contact for parents and community members*

- Attend VIPS Campus Meetings Date: \_\_\_\_\_
- Attend VIPS Board Meetings Date: \_\_\_\_\_
- Attend VIPS Luncheons Date: \_\_\_\_\_
- Attend Monthly CC Meetings Date: \_\_\_\_\_
- Meet the Teacher Date: \_\_\_\_\_ Number: \_\_\_\_\_
- Parent/Teacher Conference Date: \_\_\_\_\_ Number: \_\_\_\_\_
- Teacher Appreciation May be done in conjunction with VIPS Campus Officers
- Room Mom Contact
- VIPS Calendar

### *Supporting Campus Volunteer Programs*

- Volunteer Orientation Date: \_\_\_\_\_ Number in Attendance: \_\_\_\_\_
- Tunnel of Hope Date: \_\_\_\_\_ Number in Attendance: \_\_\_\_\_
- Book Fair Date: \_\_\_\_\_
- Shoes for the Soul May be done in conjunction with campus counselor
- Holiday from the Heart May be done in conjunction with campus counselor
- Can food drive Campus Community Service Activity
- Field Day/Tiger Tracks Date: \_\_\_\_\_ Number of Volunteers: \_\_\_\_\_
- Fall Festival/Spring Fling Date: \_\_\_\_\_ Number of Volunteers: \_\_\_\_\_
- Class Parties Contact
- Campus Volunteer Report

### *Support Campus Activities*

- Parent Workshops Date: \_\_\_\_\_ Number in Attendance: \_\_\_\_\_
- Volunteer Recognition Name: \_\_\_\_\_
- Provide sign-in sheets for all events, i.e. Parent involvement Day, Texas Public School Week, Veteran Day Celebration (any campus level event)



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## **ELEMENTARY SUPPORT CAMPUS ACTIVITIES**

### *Support Students*

- Distribute donated items, i.e. school supplies, shoes, clothes, coupons
- Assist with Campus Award Ceremonies

### *Support Campus/Business Partnership*

- List of Donations sent to Office of Community Development
- Thank you letters sent to donors
- Acknowledge Business in School Newsletter (attach a copy)

### *Support Business Partners and VIPS*

- Partners In Education Celebration (Spreadsheet of volunteers and addresses)
- VIPS Installation of Officers (Spreadsheet of officers)
- Volunteer Applications sent to Student and Community Development Office
- Parent Survey Information sent to Student and Community Development Office

**NOTE:** There is no way to list all of the duties of the Campus Contact. We are excited that the campus level principal uses them for many parent engagement activities that are not listed but needed. We feel that our Campus Contacts are valuable employees on each campus. They are on the campus to create a welcoming school environment for both parents and community.

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Campus: \_\_\_\_\_ Superintendent Signature: \_\_\_\_\_



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## SECONDARY CAMPUS CONTACT MONTHLY REPORT

**Note:** We have tried to cover all activities district wide.

Your campus may not do all of these activities only check the ones that are applicable to your campus.

### *Supporting the work of VIPS by Serving as a point of contact for parents and community members*

- Attend VIPS Board Meetings                      Date: \_\_\_\_\_
- Attend VIPS Luncheons (TMS)                      Date: \_\_\_\_\_
- Attend Monthly CC Meetings                      Date: \_\_\_\_\_
- Parent/Teacher Conference                      Date: \_\_\_\_\_ Number: \_\_\_\_\_
- Teacher Appreciation                      May be done in conjunction with VIPS Campus Officers
- VIPS Calendar of Events (TMS)

### *Supporting Campus Volunteer Programs*

- Volunteer Orientation                      Date: \_\_\_\_\_ Number in Attendance: \_\_\_\_\_
- Tunnel of Hope                      Date: \_\_\_\_\_ Number in Attendance: \_\_\_\_\_
- Campus Volunteer Report
- Recruit Chaperones for various activities (TMS)

### *Support Campus Activities*

- Parent Workshops                      Date: \_\_\_\_\_ Number in Attendance: \_\_\_\_\_
- Volunteer Recognition                      Name: \_\_\_\_\_
- Provide sign-in sheets for all events, i.e. Parent involvement Day, Texas Public School Week, Veteran’s Day Celebration (any campus level event)



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## **SECONDARY SUPPORT CAMPUS ACTIVITIES**

### *Support Students*

- Distribute donated items, i.e. school supplies, shoes, clothes, coupons, food (TMS)
- Recruit Concession Stand Volunteers (TMS)

### *Support Campus/Business Partnership*

- List of Donations sent to Office of Community Development
- Thank you letters sent to donors (TMS)
- Acknowledge Business in School Newsletter (attach a copy)

### *Support Business Partners and VIPS*

- Partners In Education Celebration (Spreadsheet of volunteers and addresses)
- VIPS Installation of Officers (Spreadsheet of officers)
- Volunteer Applications sent to Student and Community Development Office
- Parent Survey Information sent to Student and Community Development Office
- Nominate Partners for TAPE Award (THS)

**NOTE:** There is no way to list all of the duties of the Campus Contact. We are excited that the campus level principal uses them for many parent engagement activities that are not listed but needed. We feel that our Campus Contacts are valuable employees on each campus. They are on the campus to create a welcoming school environment for both parents and community.

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Campus: \_\_\_\_\_ Superintendent Signature: \_\_\_\_\_

