



Texarkana
Independent School District

**Campus Contact
Handbook
2017-2018**

Campus Contact Handbook 2017-2018

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



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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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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 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)

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