

# VOLUNTEERS IN PUBLIC SCHOOLS



**TISD VOLUNTEERS...**  
*Soaring to New Heights!*



*Officer  
Handbook*  
**2018-2019**







# Table of Contents

VIPS Basics.....	2
Campus VIPS Policies .....	3
Campus VIPS Job Descriptions .....	4
District VIPS Job Descriptions .....	6
Sample Agenda .....	8
Minutes .....	10
Fundraising Guidelines .....	11
Fundraising Request Form .....	13
Donation Request Form .....	14
Operating Report .....	15
VIPS Hours - Questions & Guidelines .....	16



# VIPS BASICS

## **Name**

The approved name shall be VIPS (Volunteers in Public Schools) of the Texarkana Independent School District. VIPS fall under the auspices of the Partners In Education Department. The Partners In Education Department shall provide training as needed.

## **Mission**

The mission is to promote family involvement in the educational future of our children.

## **Goals**

- To encourage participation through volunteering. Each school has set a goal to have all parents involved in at least one volunteer activity during the course of the school year.
- To make the school a center for the community.
- To help the school by raising funds to be used in the education of students.

## **District VIPS Membership**

- All Campus VIPS groups are a member of the District VIPS.
- The President, Vice President, Secretary, Treasurer of each campus group shall serve as members of the District VIPS voting body.
- Meeting dates for District VIPS shall be set by the officers of District VIPS.

# CAMPUS VIPS POLICIES

## 1. Membership

- The parents or legal guardians of a child enrolled in Texarkana Independent School District shall constitute the membership of this organization. Each campus may request a School Support Fee.
- Any family unable to pay the support fee will not be denied membership because of hardship.
- A Volunteer Application MUST be approved and on file before participating in any school related volunteer event.

## 2. General Meetings

- There shall be at least four scheduled meetings at each campus per school year.
- All meetings shall be conducted at the school building.
- Five members in good standing shall constitute a quorum for the transaction of business in any meeting of this organization.
- At the February or March meeting, or at such time designated by the Executive Committee, a meeting should be held to elect officers.
- Appropriate notice shall be sent to the membership at least two weeks prior to the meeting for election of officers.

## 3. Committee Meetings

- Committees shall meet, as often as deemed necessary.

## 4. Executive Committee shall consist of, but not limited to President, Vice President, Secretary and Treasurer.

## 5. Executive Meetings

- It is recommended that the Executive Board meet monthly. The President will schedule the date and time of the meeting.

## 6. Term of Office

- No person shall serve more than two (2) consecutive terms in the same position.
- Any exception must be approved by the Assistant Superintendent of Student & Community Development.

## 7. Nominating Committee will be appointed by the President and shall consist of the Executive officers and several members that attend meetings regularly.

## 8. Selection of Officers

- All officers identified shall be elected by a majority of members voting, in person, at a regularly scheduled meeting held in February or March or at a time designated by the Executive Board.
- All Campus VIPS activities must receive the approval of the Campus Principal prior to execution.

## 9. Parliamentary Procedure

- Proper parliamentary procedure shall be followed by this group.
- This group shall be governed by the rules of *Robert's Rules of Order Newly Revised* so long as the rules do not conflict with the district policies.
- A copy of *Robert's Rules of Order Newly Revised* may be obtained from the Assistant Superintendent of Student & Community Development.

# CAMPUS VIPS JOB DESCRIPTIONS

**President** | Serving as President of a Campus VIPS organization includes the responsibility to lead that VIPS group toward specific goals chosen by its members. The goals must be consistent with the policies and purposes of Texarkana Independent School District.

To ensure a successful term of office, certain responsibilities begin as soon as new officers are elected.

- Meet with Principal to discuss goals for the upcoming year.
- Meet with Executive Officers to plan a calendar which includes Executive Board meetings, Campus meetings, Special Events and President/Principal meetings for the year.
- Recruit other Chairmen as needed.
- Names and addresses of Executive Board Members should be sent to the Assistant Superintendent of Student & Community Development.
- Ensure that planned activities are being carried out.
- Preside over all Campus Executive meetings.
- Ensure that all current materials and records are maintained in a safe place.
- Serve as a member of the District voting body.
- Attend all General Executive Board meetings.
- Make certain membership enrollment activities are approved by Campus Principal and do not interfere with school activities.
- Schedule a budget meeting with Principal and Officers (Treasurer, Fundraising Chairman) whose input to the budget is important.

**Vice President** | The Vice President's duties shall be:

- Assist President when needed.
- Preside at Campus Executive and Campus General Meetings in the absence of the President.
- Attend all General Executive Board meetings.
- The Vice President should be training for the role of next year's President.
- Serves as a member of the District voting body.

**Secretary** | The secretarial responsibilities may be assigned to one person or divided between a Recording Secretary and Corresponding Secretary. This is a campus decision.

- Keep an accurate, concise, permanent record of the proceedings of all meetings of the campus group.
- Maintain a current copy of Bylaws.
- Maintain current membership list.
- Read or distribute copies of minutes of the previous Executive meeting at Executive meetings.
- Send copies of minutes to Assistant Superintendent of Student & Community Development.
- Make all corrections to official minutes.

**Treasurer** | The Treasurer must be a campus employee who will act as the Financial Secretary.

- Develop a budget to be presented to the Executive Board for approval.
- Maintain current financial records.
- Keep receipts for all monies received for the organization.
- Make authorized deposits to campus.
- Keep records of all disbursements and receipts.

*Other officers that may be included on the executive board are:*

**Room Representative Coordinator** | Room Representative Coordinator chairs a committee of representatives from each classroom or grade level in the school.

***Responsibilities:***

- Meet with the President, the Principal and Classroom Teachers to select Parent Representatives from each classroom or grade level. *(Use the VIPS Volunteer Application to select candidates.)*
- Plan an orientation get-together for Room Representatives at the beginning of the school year to provide a calendar of scheduled events, information regarding school rules, policies regarding soliciting donations, etc., tips for helping to promote hospitality, and suggestions for contacting and interacting with parents.

**Volunteer Coordinator** |

- Assess the needs for volunteers at your school.
- Recruits from volunteer applications provided by Campus Contact.
- Trains the volunteer to ensure that school district requirements are met.  
This training is a partnership between VIPS and the Campus Contact.
- Provides opportunities for orientation and training.
- Schedules a center for volunteer sign-in and recording of hours served.
- Keeps an updated listing of active and substitute volunteers.  
This schedule is to be turned in to the Campus Contact weekly.
- Publicizes volunteer opportunities.
- Assist in planning District-wide VIPS activity as requested.

**Fundraising Committee** | Fundraising Committee usually includes the Treasurer, the **CAMPUS PRINCIPAL** and a faculty member.

The major responsibility of the fundraising committee is to raise the amount needed to meet the proposed budget.

VIPS funds are raised and used for the purposes approved by the **CAMPUS PRINCIPAL**. **No contract may be signed nor expense incurred without advance approval of the CAMPUS PRINCIPAL.** This approval must be recorded in the minutes. Contracts should be signed by the **CAMPUS PRINCIPAL** and the VIPS President and forwarded to the Assistant Superintendent of Student & Community Development.

***What to Do:***

- Study and become familiar with the district policy on fundraising Gifts and Solicitations FJ (Local). *(Contact the VIPS office for a copy.)*
- Focus on affordable fundraisers, involve many members and it can be fun.
- Respect religious and ethnic groups in the community.
- Do not exploit children or promote door to door sales.
- Do not burden school staff.
- Create goodwill within the community.

# DISTRICT VIPS JOB DESCRIPTIONS

## **Purpose**

The purpose of the TISD VIPS District Board is to encourage the involvement of community volunteers in the education of all Texarkana ISD students.

## **Assistant Superintendent of Student & Community Development**

- The Assistant Superintendent of Student & Community Development is the director of the District General Committee.
- The Assistant Superintendent of Student & Community Development implements policy, organizes, administers and supervises all phases of the VIPS program.
- The Assistant Superintendent of Student & Community Development plans and directs training for TISD volunteers, campus contacts and campus presidents.

The Assistant Superintendent of Student & Community Development serves as liaison for school personnel.

## **VIPS District Board**

- Shall consist of the Assistant Superintendent of Student & Community Development and the following elected positions:

### **The President shall:**

- Coordinate and implement the VIPS calendar and agenda with the Assistant Superintendent of Student & Community Development.
- Preside at all District Executive Board and General Executive Board meetings.

### **The Vice President shall:**

- Conduct meetings in the absence of the President.
- Attend all District Executive and General Executive Board meetings.

### **The Secretary shall:**

- Attend, record and maintain all minutes and attendance of District Executive Board and General Executive Board meetings.
- All minutes and attendance sheets will be turned into the Student & Community Development Office.

### **The Communications Officer shall:**

- Direct the communication of VIPS activities to appropriate news resources.
- Maintain a historical record of district volunteer activities.
- Attend all District Executive Board and General Executive Board meetings.

### **Members At Large:**

- Four (4) elected members representing various TISD Campuses.
- Attend all District Executive Board and General Executive Board meetings.



### **General Executive Board Meetings:**

- Consists of Campus Executive Board and District Executive Board.
- Will be held a minimum of four (4) times per year.
- Each campus will be responsible for providing two (2) Representatives to attend all District meetings for a total of 20 committee members.

### **Nomination Procedures:**

- The Assistant Superintendent of Student & Community Development and VIPS District President shall form a Nominating Committee consisting of the Assistant Superintendent of Student & Community Development, one additional member of the VIPS District Executive Board, and two members of the VIPS General Executive Board at the February/March meeting.
- Persons who may be considered for President or Vice President positions are not eligible to serve on this committee.

### **The Nominating Committee shall:**

- Consider active TISD volunteers for nomination.
- Survey current VIPS General Executive Board and staff personnel to find candidates for nomination to serve on the VIPS District Executive Board.
- Notify members of the VIPS General Executive Board of prepared slate of officers by school mail at least two weeks prior to the March/April District General Committee meeting.
- Present the slate of officers two weeks prior to the March/April District General Executive Board meeting for election.

### **Election and Term:**

- The District Board members shall be elected for a two-year term by majority vote of the VIPS General Executive Board membership at the March/April meeting.
- No person shall serve more than two consecutive terms in the same position on the VIPS District Board.
- Newly elected members shall assume their official responsibilities on June 1st.

### **Vacancies:**

- The VIPS District President and Assistant Superintendent of Student & Community Development will fill vacancies on the District Executive Board.
- Members unable to attend meetings regularly will have a person appointed to complete their original term of office.
- Persons so appointed shall serve until the end of the original term of office.

### **Voting members are:**

- The VIPS District Executive Board.
- Two members from each school.
- Each school is entitled to two votes.
- The Assistant Superintendent of Student & Community Development and Communication Officers are not members of the voting body.

### **Parliamentary Procedure:**

- Proper parliamentary procedure shall be followed by this group.
- This group shall be governed by the rules set in the current version of *Robert's Rules of Order Newly Revised* so long as the rules do not conflict with the district policies.

# SAMPLE AGENDA

(Date of Meeting)

(Meeting Location/Time)

## I. Call to Order

The President stands, raps the gavel once and calls the meeting to order.

“The meeting will please come to order.”

## II. Opening Ceremonies

Pledge of Allegiance. *(If held in public facility.)*

“\_\_\_\_\_ will lead us in the Pledge of Allegiance. Will you please rise.”

“Thank you \_\_\_\_\_.”

“\_\_\_\_\_ will present an inspirational song.”

## III. Reading and Approval of Minutes

The Secretary stands, addresses the President, and reads the minutes.

*(Or with the approval of the group, the minutes may be assigned to a committee of three or more for approval or corrections especially for the last general meeting.)*

“The Secretary will read the minutes of the \_\_\_\_ *(date)* meeting.”

“Are there any corrections?” *(Note corrections.)*

“The minutes stand approved as read/printed,” or “The minutes stand approved as corrected.”

## IV. Financial Reports

No motion is needed for adoption of the report.

“\_\_\_\_\_ will present the Treasurer’s Report.”

“You have heard the report. Are there any questions?”

“The report will be filed for audit.”

## V. Audit Report *(semi-annual)*

A motion is needed for adoption of this report.

“It has been moved and seconded that the audit report be accepted.”

*(Follow the steps of a motion.)*

## VI. Presentation of Bills

Since the approval of the budget does not authorize the expenditures of funds, bills must be presented and their payment voted upon. Bills should be itemized as to amount, whom to pay and what payment covers.

**Note:** If membership approves the budget and/or project, then President/Project Chair will have the authority to approve and pay invoice.

“It has been moved and seconded that we pay the bills. Is there discussion?”

“It has been moved and seconded that we ratify payment of bills since the last meeting.”

*(Follow steps for a motion, Parliamentary Procedures 2.1.2, 24)*

## VII. Reading of Communication

Communications are read by the Secretary and may be acted upon as read if action is required.

“The Secretary will read the communications.”

## VIII. Report of the Executive Board

At general campus meeting a summary report (not the minutes) is read for the information of the members. Recommendations should be voted on one at a time, the Secretary moving for the adoption of each one.

“The Secretary will present the report of the executive board.”

“You have heard the recommendations such as a motion  
to approve proposed programs.

to approve the budget or to approve fundraising activities.

*(Follow steps for a motion, Parliamentary Procedures 2.1.2, 24)*

A second is not required when a motion comes from a committee/board.

## IX. Reports of Committees

*(Officers and Chairmen, including the Principal, Faculty Representatives, and Student Representatives on the secondary level)*

President calls for the report of the committee. The person making the report moves for the adoption of any recommendations.

“\_\_\_\_\_ will present the report of the \_\_\_\_\_ committee.”

“Are there any questions regarding the report?”

“If not, the report will be filed,” or “You have heard the recommendation, such as a motion, to please fund the budgeted amount for programs through the next meeting.”

## X. Unfinished Business

The President presents each item of unfinished business as indicated in the minutes.

She/he should ask, “Is there any unfinished business?”

“The first item of unfinished business is \_\_\_\_\_.”

## XI. New Business

A motion is necessary before discussion and vote on any new business.

“The first item of new business is \_\_\_\_\_.”

Members should give 24 hours written notice to the President when bringing new business before the general membership.

## XII. Program *(optional)*

The President introduces the chairman to present the program.

“\_\_\_\_\_ will present our program.”

“Madame/Mister President, this concludes the program.”

## XIII. Announcements

Date of next meeting and important activities should be announced. If there is a social time following the meeting, this should be announced.

“Are there any announcements?”

*Examples:*

“The next meeting will be \_\_\_\_\_.”

“Please join us for refreshments.”

“The winner of the room count for tonight is \_\_\_\_\_.”

## XIV. Adjournment

No motion is necessary to adjourn. President raps the gavel once.

“Is there any further business to come before this meeting?”

“If not, the meeting is adjourned.”

# MINUTES

*Minutes should contain:*

- Name of campus and the kind of meeting (General, Executive, Committee);
- Date, time and place of meeting;
- Name and title of presiding officer;
- Disposition of minutes of previous meeting, whether read and approved/corrected or their reading postponed, including when and how they are to be approved;
- Statement of account as given and list of bills approved for payment;
- Summarized reports of other office chairmen.

# FUNDRAISING GUIDELINES

To ensure effective and unified fundraising efforts and to protect Texarkana Independent School District (TISD) supporters from fraudulent schemes, all fundraising projects in TISD and its related auxiliary organizations are to be reviewed and approved through the Assistant Superintendent of Student & Community Development or designee.

TISD wishes to avoid duplicate fundraising efforts with community donors and avoid an excessive number of solicitations in the name of TISD. The Assistant Superintendent of Student & Community Development will serve as the Coordinating Officer for fundraising programs and activities. The Assistant Superintendent of Student & Community Development will serve as TISD liaison for all solicitations of funds or donations from private individuals, businesses, corporations and organizations.

A **“Request for Approval of Fundraising Activity”** form must be submitted to the Assistant Superintendent of Student & Community Development in order to receive consideration for any proposed project. Please allow 30 days prior to the anticipated start date of the project to facilitate review of the proposal. Any request for donations in support of TISD’s programs will be channeled through the Assistant Superintendent of Student & Community Development. A **“Request for Donation”** form must be submitted to the Assistant Superintendent of Student & Community Development in order to receive consideration for any requested donation, whether it be cash, donated products, etc. No school employee, student or student organization, or affiliated parent groups may solicit any type of donation for TISD without first obtaining approval from the Assistant Superintendent of Student & Community Development.

**The Assistant Superintendent of Student & Community Development will acknowledge all contributions to TISD.** A formal acknowledgement for donations received will be sent by the Assistant Superintendent of Student & Community Development on behalf of the District. If a contribution to TISD would involve a significant commitment of District resources for the operation, maintenance, and/or administration of the contribution, a written proposal shall be submitted for approval prior to the acceptance of the contribution. The proposal shall indicate the nature and extent of the involvement of the District.

It is not unusual for TISD to receive contributed services, materials, and/or equipment. TISD cannot place specific dollar values on in-kind contributions. It is often able to provide guidance to donors and recipients on how such values can be properly ascertained. This information may affect tax considerations for donors. In-kind gifts are a credit to all concerned and can encourage additional contributions. **Campuses should notify the Assistant Superintendent of Student & Community Development when gifts in-kind are contemplated or made.**

## **Evaluation Criteria for Fundraising Activity or Donation Request**

The following criteria will be used in evaluating all proposals:

1. Does it follow Local Policy FJ and FJ Regulations guidelines?
2. Does the project compete with other fundraising efforts?
3. Will there be adequate advice and supervision by faculty or staff?
4. Merit of project to be funded? Why are the funds needed? Are they necessary?
5. Likely success of project?
6. Service Projects, which generate funds need only be reported to the Assistant Superintendent of Student & Community Development.

## **Recommendations for Fundraising Cycle**

1. The VIPS (Parent Organization) may have two (2) fundraisers per year.
2. The Campus Principal may have two (2) fundraisers per year.
3. There may be two (2) District wide fundraisers per year.
4. Clubs may not schedule fundraisers that include the TISD logo without prior approval.



**Texarkana**  
Independent School District

# Fundraising Request Form

Name of Campus \_\_\_\_\_ Name of (Club) Organization \_\_\_\_\_

Name of Sponsor \_\_\_\_\_

Permission is requested to conduct the following fundraising activity: \_\_\_\_\_  
( ) school-wide ( ) school-sponsored group ( ) charity drive

Description of project: \_\_\_\_\_

Specific purpose(s) for which the net proceeds is (are) to be used: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The following activity fund account(s)\* will receive the net proceeds: \_\_\_\_\_

\_\_\_\_\_

Proposed Date: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Time of Day (if applicable): \_\_\_\_\_

This is the 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ fundraising activity this year.

I, \_\_\_\_\_, have requested permission to conduct a fundraising activity, and I will be responsible for the preparation of the operating report and will submit a final operating report at the conclusion of the project. I will be responsible for the accountability of all monies collected at the conclusion of the fundraising activity, and will turn in all records to the principal or finance clerk.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsor/Person Requesting Permission

**Approved:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Superintendent of Student & Community Development

*\*Receipts and proper documentation are required for all fiscal transactions.*



# *Donation Request Form*

**Texarkana**  
Independent School District

## **GUIDELINES TO REMEMBER**

- In order to expedite the donation process, complete form in its entirety.
- Donation requests are filled on a first come, first serve basis
- It is more likely that we can help fill your request as long as your Donation Request Form is submitted 4-6 weeks in advance of your event and/or need by date.

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Event Description/Purpose:

---



---



---

Requested Donation:

---



---



---

***Return Form To:***  
***Office of Student & Community Development***  
***4241 Summerhill Road***  
***Texarkana, Texas 75503***  
***Fax: 903.792.2632***





**Texarkana**  
Independent School District

# Operating Report

Total Collections\* from fundraising:

Product	Number Sold	Price	Total Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____ (Line 1)

Less: Disbursements for merchandise, advertising, prizes, etc., relative to the fundraising:

Expense Summary	Fund-Payee	Reason	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Disbursements: (Line 2): \_\_\_\_\_

Net Proceeds from above activity (Line 1 minus Line 2): \_\_\_\_\_

Proposed disposition of Net Proceeds: \_\_\_\_\_

Balance remaining in activity: \_\_\_\_\_

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Preparer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

# VIPS HOURS

## Questions & Guidelines

### *Why should I sign in and record my hours?*

- To maintain the safety of our students and your personal safety
- To measure community involvement
- To substantiate hours when applying for campus recognitions and grants
- To track the growth of volunteerism in TISD
- To help the district VIPS program qualify for state and national awards and grants
- To verify individual volunteer hours. Some companies ask for volunteer experience with job applications.

### *Who should register and record volunteer hours?*

- Parent volunteers
- Community volunteers
- Business volunteers
- Teacher volunteers (*See note below*)
- Mentors and tutors
- Guest speakers
- Campus Quality Improvement Committee
- Junior Achievement volunteers
- Everyone who gives their time without pay

### *When do I sign in and record hours?*

- Every time you enter a school to volunteer
- Every time you do volunteer work at home
- Every time you attend a TISD volunteer-related meeting or event

### *Where do I sign in and record my hours?*

- Check your campus for the location of the VIPS sign-in book
- It is usually at the front desk or welcome table

***What is included in reportable hours?***

- Any hours that benefit the students, campus or District, directly or indirectly, should be recorded
- Reportable hours might include time spent:
  - ~ at the campus during school hours
  - ~ working on volunteer projects at home
  - ~ with booster clubs
  - ~ volunteering at athletic events
  - ~ chaperoning and student activities
  - ~ at volunteer-related conferences and meetings
  - ~ baby-sitting for children whose Mom or Dad is volunteering
  - ~ coordinating campus volunteer hours

***Notes:***

*Teachers who volunteer (without pay) their time for TISD outside the scope of regular duties or not for the benefit of their own classroom may record their volunteer hours with a special notation "teacher" (carnival, special after-school activities, etc.).*

# ACKNOWLEDGEMENTS

*Texarkana Independent School District wishes to thank the District Executive Parent Volunteer Board for their continued dedicate to our students and staff.*

*Sincerely,*

*Jo Ann Rice*

*Jo Ann Rice*

*Assistant Superintendent of  
Student & Community Development*



**Texarkana**  
Independent School District  
*Volunteers In Public Schools*

4241 Summerhill Road  
Texarkana, Texas 75503  
903.794.3651 ext. 1011