

VOLUNTEERS IN PUBLIC SCHOOLS



TISD VOLUNTEERS...
Soaring to New Heights!



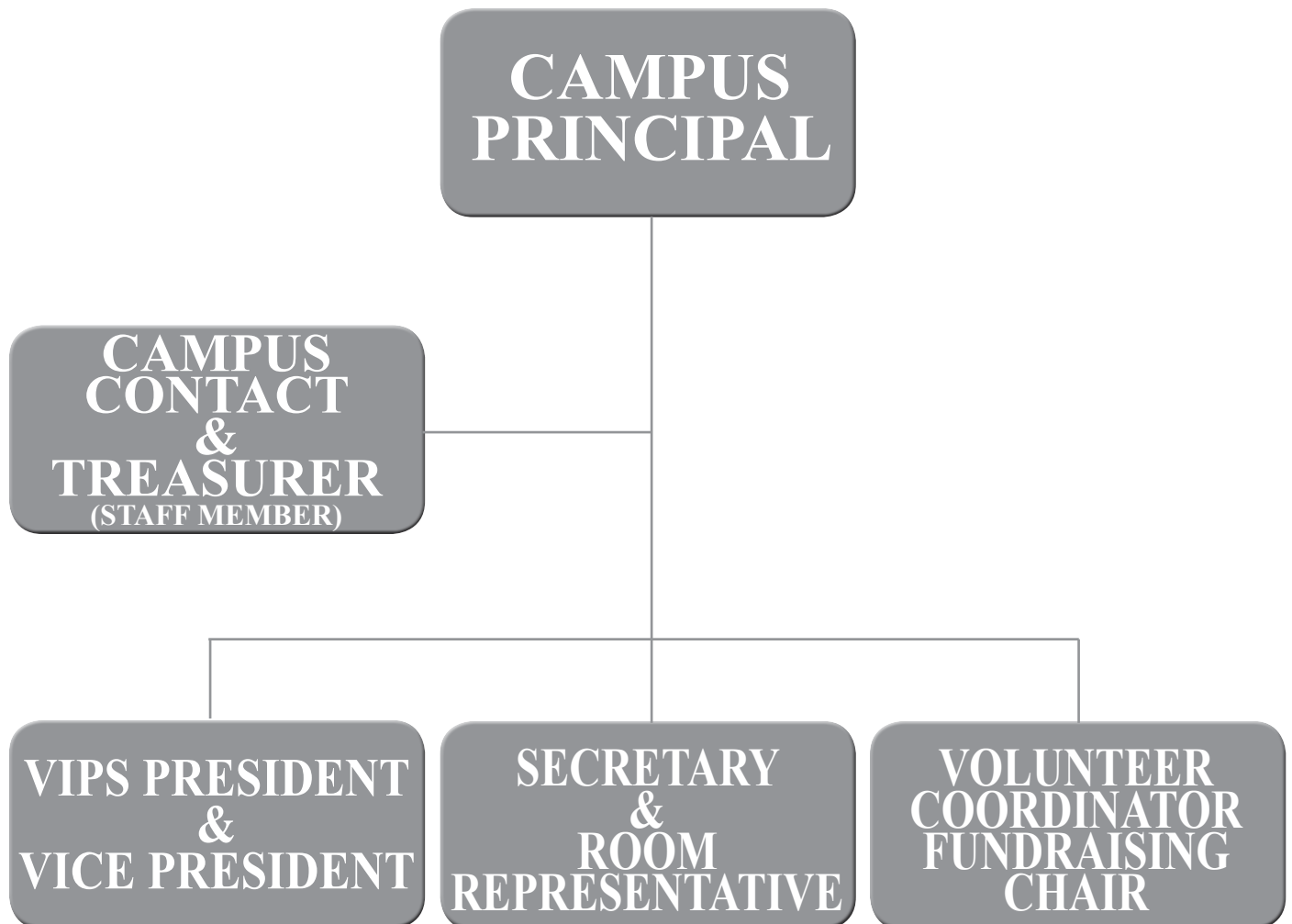
*Officer
Handbook*
2019-2020



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ORGANIZATIONAL CHART



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 Student & Community Development Department.

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

CAMPUS VIPS POLICIES

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.

GENERAL MEETINGS

There shall be at least 4 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.

COMMITTEE MEETINGS

Committees shall meet, as often as deemed necessary.

EXECUTIVE COMMITTEE

Shall consist of, but not limited to President, Vice President, Secretary and Treasurer.

EXECUTIVE BOARD MEETINGS

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

CAMPUS VIPS POLICIES

TERM OF OFFICE

The term of office shall be one year. 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.

NOMINATING COMMITTEE

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

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.

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 VOLUNTEERS

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 and Campus Contact 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.

CAMPUS VOLUNTEERS

JOB DESCRIPTIONS

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.

CAMPUS VOLUNTEERS JOB DESCRIPTIONS

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.

Fundraising made Easy!

- Study and become familiar with the district policy on fundraising Gifts and Solicitations FJ (Local). Find the Policy on Line at www.txkisd.net
- 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.



Texarkana
Independent School District
Volunteers In Public Schools

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