



Metcalfe Public School Council

2701 8th Line Road
Metcalfe, ON K0A 2P0
Tel: 613-821-2261 Fax: 613-821-7801

Procedures for Volunteer Coordinator:

- The Volunteer Coordinator is intended to provide a conduit/coordination role between parent volunteers and other School Council committees. In this manner, parents who graciously volunteer are properly communicated with and consequently encouraged to come forward to support our kids and our school.

Coordinator Activities:

Volunteer coordination does not take up a great deal of time. Activities are generally categorized as follows:

1. Initial Volunteer Solicitation – Early September

A form is sent out early in September as part of the School Council's first communication with parents. The purpose of the form is to invite parents to volunteer in any number of manners. *A sample solicitation form can be found at the end of this document.*

2. Forms processing – late September

Parents' volunteer forms are sent to the office via students' classrooms. The office will gather the forms for pickup by the Volunteer Coordinator or other council member. The Volunteer Coordinator is responsible for gathering/collating the volunteer information so that committee members in need of volunteers have a convenient list of names and contact information to refer to.

Past forms processing has made use of the excel spreadsheet called *volunteers.xls* for this purpose. The spreadsheet captures all the information returned on the form and allows for easy sorting of volunteers into committee categories. *A sample of the spreadsheet and suggested procedures is contained at the end of this document.*

Once all the volunteer information has been gathered and sorted, the Volunteer Coordinator should forward a list of volunteers and contact information to the applicable committee heads. (e.g. A list of all volunteers offering support for the Hot Lunch program should be forwarded to the Lunch Committee.)

An email or other communiqué should be sent to each volunteer shortly after the forms have been received and processed in order to acknowledge and thank the



Metcalfe Public School Council

2701 8th Line Road
Metcalfe, ON K0A 2P0
Tel: 613-821-2261 Fax: 613-821-7801

volunteer for offering their support. The communiqué should include information on who may be in touch with them in the future. *A sample communiqué is included at the end of this document.*

3. Occasional communications to volunteer resource base.

From time to time special requirements may come up that require ad hoc volunteers. When this occurs, the Volunteer coordinator should consider sending out a special call-for-volunteers to the entire volunteer database. In the past, this has worked very well through email, as most volunteers provide email address information.

When broadcast email communications are sent, do not disclose email addresses to other volunteers. Rather, place the names in the BCC address location to protect volunteers' privacy.

Volunteer_Master.xls

It is NOT mandatory to use this spreadsheet – is simply a method that has worked in the past.

Initial Data Entry:

- When forms come in, enter each form on a single row on the spreadsheet, filling in data in the appropriate columns.
- Indicate a checked off box by typing a “y” for yes in the appropriate column.
- From time to time parents include additional notes/constraints on their offer. These should be recorded in the “Comments” column.

Sorting/distributing volunteers by category.

For each volunteer category, do the following steps:

- Select all data records on the master worksheet so they all appear highlighted.
- Do a Data/Sort command. In the dialog box, select the appropriate column with which to sort by. Select “descending” and press OK. (e.g. choose Column G to sort on all the Lunch volunteers)



Metcalfe Public School Council

2701 8th Line Road
Metcalfe, ON K0A 2P0
Tel: 613-821-2261 Fax: 613-821-7801

- All the volunteers for that category should now appear at the top of the worksheet. Copy all the appropriate rows that have indicated “y” for that category. Move to the corresponding worksheet tab for that category, and click on the first blank row of the worksheet. Do a paste to deposit all of the volunteers for that category in the worksheet.

After you have sorted the volunteers as described above it is easiest simply to send the entire file to all committee heads. Alternatively you could print individual sheets and distribute.

Note, that using this form provides committee heads visibility to what else a particular parent has volunteered for. This information can be useful and offer insight into which parent to approach first for a given task.

Communicating to volunteers

Tip: If you have input their email addresses in the spreadsheet, simply highlight all the email address column and do a COPY. Go to your email editor (tested using MS Outlook) and do a PASTE in the address line (remember to use BCC). This way there is no need to retype addresses or manual copy each one.

Following is a suggested Volunteer Acknowledgement email to be sent out after the initial forms have been received and recorded:

Dear Parent Volunteer:

On behalf of Metcalfe Public School Council I would like to thank you for offering your support on one or more of Council's programs. We passionately believe our programs help to enrich the educational experience of our kids. We couldn't do it without the involvement and support of parents like you.

Your availability and interest has been recorded as you had indicated on the form. This information is now being forwarded to the applicable Committee heads as follows:

Lunch:	[name here]	[contact info here]
Jingle Bells Bazaar:	[name here]	[contact info here]
Baking:	[name here]	[contact info here]
Fundraising:	[name here]	[contact info here]
Gardening/Greening:	[name here]	[contact info here]
School Supply:	[name here]	[contact info here]

The appropriate Committee head will be in touch with you at a future date to coordinate specific activities.

Once again, thank you for your support.

[name]

Council address:



Metcalfe Public School Council

2701 8th Line Road
Metcalfe, ON K0A 2P0
Tel: 613-821-2261 Fax: 613-821-7801

Volunteer Coordinator
Metcalfe Public School Council

Email: SC-MetcalfePS@ocdsb.edu.on.ca
Voice: 821-2261 ext. 436

Below is an example of an ad hoc communiqué:

If you are receiving this message, it means you have offered volunteer support to Metcalfe Public School Council in one of many ways, including baking, fundraising, helping with the Jingle Bells Bazaar, our lunch program, supplies, and greening efforts.

First, on behalf of MPS Council I would like to express our thanks and gratitude for your continued support. Second, I'd like to extend a special request that is sure to go a long way to livening things up at Metcalfe PS.

Council has been heavily focused this year in initiatives that will further the sense of pride in our school and at the top of our list is a desire to improve esthetics both inside and out. Part of this plan includes decorating the interior hallways and classrooms in ways to vitalize the look and feel, such as painting ceiling tiles, painting bathrooms, painting murals, etc.

We have the paint...we need the painters...We're planning to schedule a painting party on a mutually convenient date sometime between now and May. Please let us know if you are interested along with any scheduling preferences.

Kind regards,

Andrie Nel
Volunteer Coordinator
Metcalfe Public School Council

Council address:
Email: SC-MetcalfePS@ocdsb.edu.on.ca
Voice: 821-2261 ext. 436

- Any other related forms can be obtained from council chair.