



## VOLUNTEERS AND TEACHERS

Finding and Keeping Good  
Volunteers and How to  
Appreciate Both Teachers and  
Volunteers

# VOLUNTEERS



At ABC Elementary PTA

## **Volunteer at ABC Elementary School PTA**

Our Parent and Family Volunteers make us great and we have many opportunities to get involved and enrich your child's education.

Join us:

Facebook/Instagram/Twitter

At a Meeting – 3<sup>rd</sup> Tuesday of each month at 9am

Back to School BBQ – August 28<sup>th</sup> at 5pm

# We need U

WHAT DO YOU WANT TO TAKE FROM THIS CLASS?



Successful volunteer programs are able to create a positive work experience by providing the organization and support to the volunteer and their job assignments.

People who donate their time naturally expect to have a positive experience.

Effective volunteer management incorporates many things that contribute to a positive experience for the volunteer.

Source: <https://smartchurchmanagement.com/church-volunteer-management-12-things-volunteers-expect/>

# WHAT VOLUNTEERS EXPECT

**1. Organization** - We all know that some people are more organized than others but most would agree that everyone appreciates organized systems and processes – because they make our lives easier.

**2. Good Use of Time** - Volunteers generously give of their time but want to use that time wisely. When volunteers show up for a scheduled shift, they want to be productive and make their time count.

**3. Clear Expectations** - Volunteers are very much like employees in that when they come to work they want a clear understanding of what is expected of them. The more clear and concise the direction the more comfortable the volunteer will be in completing their assigned tasks.

# WHAT VOLUNTEERS EXPECT

**4. Job Training** - Proper volunteer training helps them feel confident in completing their job duties and fosters a great worker experience.

**5. Involved in the Process** - PTA volunteers are generally people who are committed to the organization and have a passion for its mission. Because of this they have a vested interest in the systems and processes that make PTA happen. Allowing volunteers to share thoughts, ideas and opinions helps them feel valued and keeps them engaged.

**6. Feel Appreciated** Recognizing a volunteer's contribution and showing appreciation is critical to volunteer oversight. Volunteers give many hours of free labor and have a basic expectation that there is some level of appreciation for what they do.

# WHAT VOLUNTEERS EXPECT

**7. Part of a Team** - PTA members volunteer for many reasons but one of the biggest motivators is the sense of community that comes with working with other parents. Feeling like one is part of a team is a major motivator for people and providing the environment that fosters that social interaction is key to a positive experience.

**8. Care About Them as a Person** - Whether the volunteer is new to the school or has been around for a while, everyone wants to know they are cared about on a personal level.

**9. Consistent Communication** - I'm a firm believer that there can never be too much communication. We often experience information overload but volunteers appreciate consistent flows of information. This is achieved by creating a predictable and consistent communication process so volunteers know *when* to expect *what* kinds of information.

# WHAT VOLUNTEERS EXPECT

**10. Fix What's Broken** - Volunteers are the hands and feet of the PTA and are down in the trenches doing the work. Therefore, they have a good understanding of what is working and what is not. These workers appreciate when they are given the opportunity to point out areas that may need to be fixed and the assurance that it will be.

**11. Follow Through on Promises Made** - A leader's credibility is built on their ability to do what they say and say what they do. This means every area of leadership but specifically on promises made. When an organization makes a promise to do something, volunteers expect that promise to be followed up on and if things change they expect to be communicated the why there was a change in direction.

**12. Error Free Process, Documents and Follow Through** - Volunteers enjoy helping an organization that takes pride in everything that it does, and the credibility of the PTA is built on its ability to create and maintain a professional environment. Continually improving their systems and processes, strive for not perfection, but professionalism – which volunteers appreciate.



# WHERE DO WE GO FROM HERE...

How do we (PTA) provide organization and support to potential PTA Volunteers?

- Procedure books
- Volunteer sign ups
- Clear job descriptions and expectations
- Job training and post event summaries
- Follow thru

How do we make a volunteer's experience positive so that we want to keep helping?

- Care about them
- Communicate with them
- Ask their input – make them part of the team
- Appreciate them

# HOW TO GET VOLUNTEERS

- Personally ask people
  - Opening social for the purpose of meeting parents and recruiting volunteers
  - Ask friends
  - Send them an invitation
  - Have each board member ask someone they know
- Don't say no – use them somehow
  - Don't turn a volunteer away
  - Ask them what they can or would like to do
  - Give them parts of your job
- Value their time and talents
  - Don't ask an accountant to sit and cut out paw prints for hours
  - Have a volunteer survey to see their interests and talents
  - Don't be afraid to start a new program to utilize a new volunteer

# WHY TRAIN?

As a PTA Leader, you want to give your volunteers everything they need to be successful.

Clearly define roles and expectations to avoid confusion. Being organized from the very beginning takes time and effort, but can eliminate confusion later.

The more information you give, the better they will understand the job in front of them.

# HOW TO TRAIN?

Procedure books – each committee and elected officer

Volunteer Guidebook – intro to school and PTA, PTA contact list, and dos and don'ts of volunteering

Job Descriptions

Training at each board meeting

Beginning of the Year Training

Convention

Region and Council Training

Top Down Training

Needs Assessment

# IS YOUR PTA UTILIZING THE DIVERSE AND UNDERSERVED POPULATIONS IN YOUR SCHOOL COMMUNITY?

- Have a multicultural night
- Have a dad's club
- Have each board member invite a new person to each meeting
- Translate newsletters, etc
- Reach out to community groups to help reach out
- Have Dinner Night Outs/Spirit Nights at different cultural restaurants
- Have family activities at the school for families to get to know each other
- Use Come Play with PTA events to bring families together

# A FEW THOUGHTS ABOUT RETAINING VOLUNTEERS

Isn't it easier to keep a trained and valuable volunteer as opposed to recruiting a new one? YES

Know your Needs. Don't ask for 40 volunteers if you only need 20.

Show them their impact. Take pictures at the event of the kids having fun and show them. Write a note telling them how much the event helped whomever.

Allow them to GROW into other opportunities. As a president, officer or chairman you should be looking for your replacement. Your organization is only as good as the next leader. Giving volunteers the opportunity to explore and grow will not only benefit your PTA, it will deeply impact the individual.

# MOST VOLUNTEERS WILL SAY THEY DON'T NEED ANY RECOGNITION, BUT THAT DOES NOT MEAN IT IS NOT APPRECIATED AND TRULY NEEDED.

## Now to the fun part – THANK THEM!

- ♥ Send a thank you note signed by the executive board after each event to each volunteer
  - ♥ Online Programs will allow you to send thank you notes after each event
- ♥ Have a Christmas Party, End of the Year Party, etc
- ♥ Personally thank them
- ♥ Have students make a thank you poster
- ♥ Nominate them for Utah PTA Awards
  - ♥ Have your own school awards too
- ♥ 10 minute Mini Massages
- ♥ Have a day during Teacher Appreciation Week where the teachers and volunteers can thank each other.
- ♥ Give a thank you gift at the end of the year.
- ♥ Have a special Parking space for the Volunteer of the Month
- ♥ Ask community businesses to help you spotlight your wonderful volunteers
- ♥ Have a Volunteer Thank You Drive through
  - ♥ Give a soda, windshield wash, carwash, ice cream, etc
- ♥ There are a million ways – Just Do It!

## TEACHER APPRECIATION — IT'S MORE THAN JUST A WEEK!

TEACHERS DESERVE APPRECIATION MORE THAN JUST ONE WEEK IN THE YEAR. TEACHER APPRECIATION IS A GREAT WAY TO INVOLVE PARENTS WHO MIGHT NOT OTHERWISE BE INVOLVED.





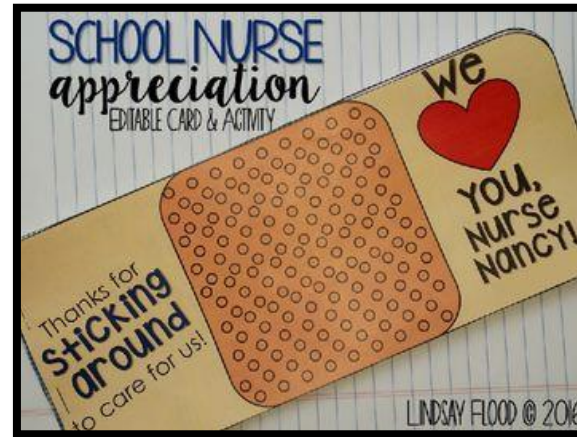
# THINK OUTSIDE THE BOX!

- Back to School Breakfast
- Weekly or Monthly Treats
- Teacher Birthdays
- Once a Month Lunches
- Teacher Grants
- School Supply Drive
- Coordinate Room Parents
- Take over a program – ie: safety patrol or school choir or field day
- Hold PTA/PTSA meetings when teachers can come





# DON'T FORGET THE OTHER "TEACHERS"



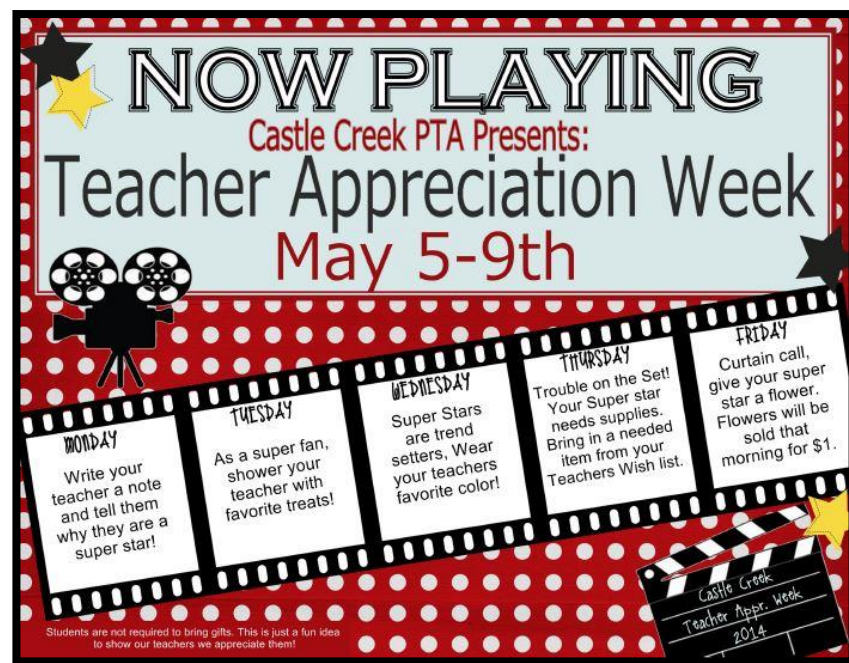
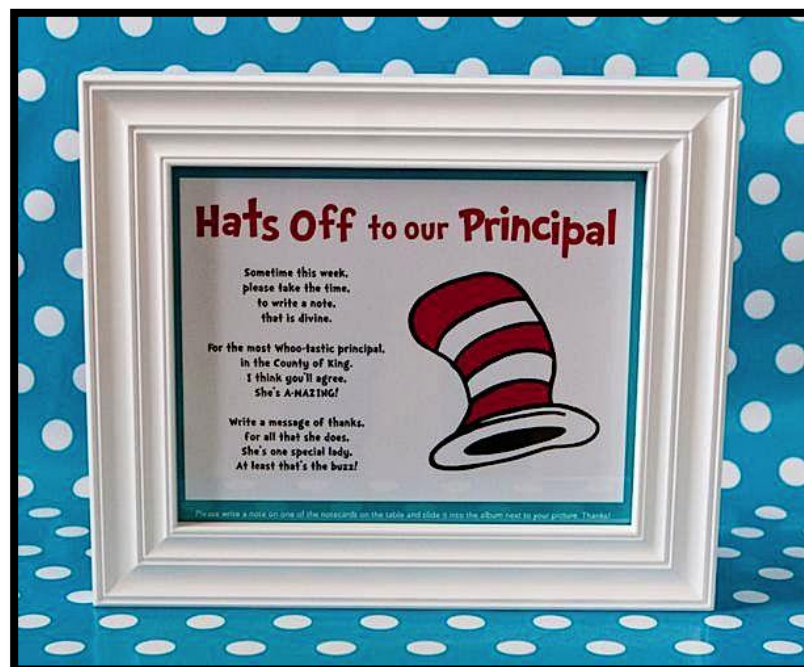
# ELEMENTARY SCHOOL IDEAS FOR TEACHER APPRECIATION

Generally love food or anything handmade  
Don't forget the staff members – they work just as hard  
Love school supplies and classroom snacks  
More parents are willing to help





# HAVE A THEME



## YOU'RE A STAR

TEACHER APPRECIATION WEEK  
APRIL 28<sup>TH</sup> - MAY 2<sup>ND</sup>

**MONDAY**  
VIP - TELL YOUR TEACHER WHAT MAKES THEM A STAR!

**TUESDAY**  
BEHIND THE SCENES - WEAR YOUR TEACHER'S FAVORITE COLOR.

**WEDNESDAY**  
SWAG DAY - BRING A SPECIAL GIFT FOR YOUR TEACHER!

**THURSDAY**  
FAN MAIL - COMPLIMENT YOUR TEACHER WITH A HOMEMADE CARD.

**FRIDAY**  
CAST - DRESS UP AS A CHARACTER FROM YOUR TEACHER'S FAVORITE MOVIE!

Hidden Hollow pta



# HAVE A MONTHLY LUNCH





# SOMETHING EACH DAY

## Teacher Appreciation Week

**MAY 4TH-8TH**  
Paine Elementary Campus

**May 4th - MONDAY**

Muffin Monday provided by PTO

**May 5th - TUESDAY**

Parents are encouraged to send gifts and/or goodies for lunchroom monitor, lunchroom ladies, bus drivers, custodians, SRO, and crossing guards, if interested

**May 6th - WEDNESDAY**

Room moms are responsible for making day special for teachers

**May 7th - THURSDAY**

Parents are encouraged to send gifts and/or goodies for administrators, office, specialists, and aides, if interested

**May 8th - FRIDAY**

Lunch for teachers and staff provided by the PTO

## How Sweet It Is To Be Taught By You!

April 28th-May 2nd

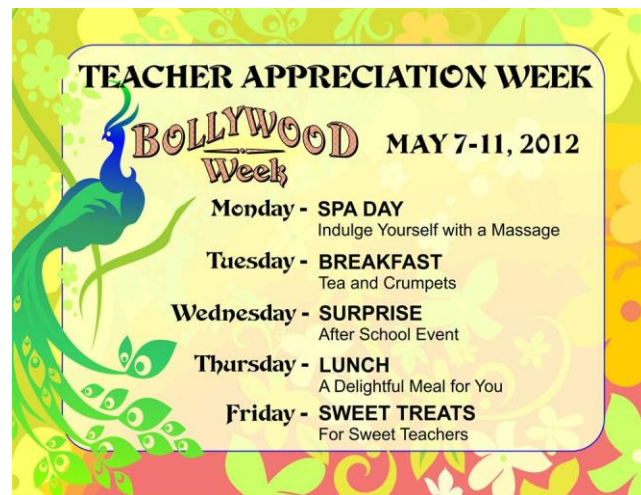
Monday: Candy Bar in Teacher's Lounge

Tuesday: Sweet Roll Breakfast 7-30 in Teacher's Lounge

Wednesday: Teacher Appreciation Luncheon in Lounge

Thursday: Mini Cupcake Buffet in Lounge

Friday: "Happy Hour" and Assembly at 1:00  
(Mix your favorite soda & lemonade drink & enjoy appetizers served during assembly while room moms sit with class)



Teacher Appreciation is next week May 1-5!

Let's **THANK** our teachers for the terrific job they do!

Monday May 1<sup>st</sup>: **T**reat (store bought please)

Tuesday May 2<sup>nd</sup>: **H**omemade gift (make something nice for your teacher)

Wednesday May 3<sup>rd</sup>: **A**rt supplies (pens, colored pencils, markers etc.)

Thursday May 4<sup>th</sup>: **N**ote of thanks (write your teacher a thank you note)

Friday May 5<sup>th</sup>: **K**id's choice (kids, you pick a gift for your teacher)

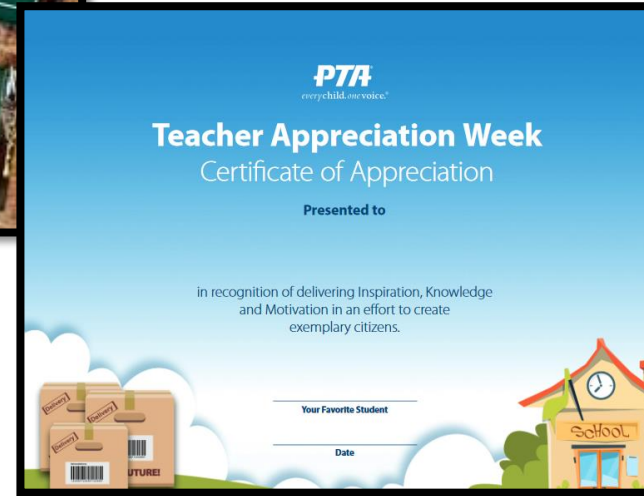
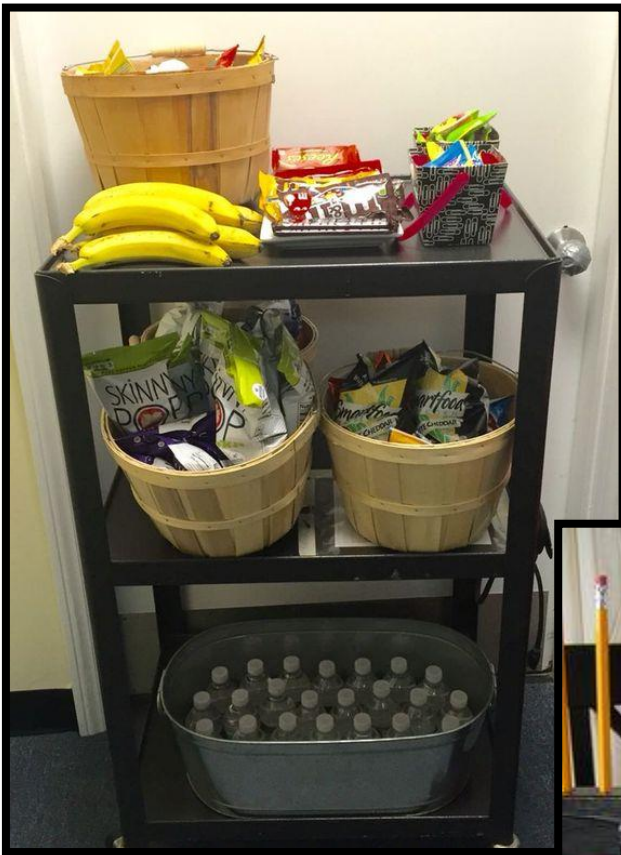
# SECONDARY SCHOOL IDEAS FOR TEACHER APPRECIATION

More teachers and staff  
More variety in personalities  
Less time with more activities  
Not as impressed with the “cutesy” things  
More students to be responsible for





# STUDENT SERVICE





## *"Dirty" Soda Bar*

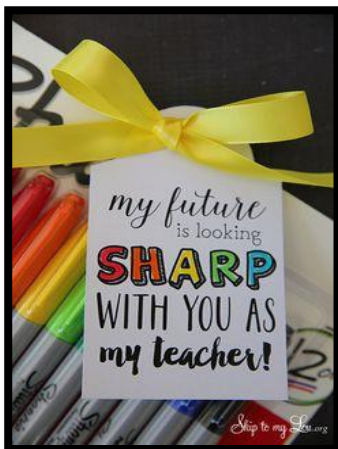


## FOOD ON A BIG SCALE





# WEEKLY OR MONTH TREATS OR NOTES



**WHAT IS YOUR FAVORITE TEACHER  
APPRECIATION GIFT, ACTIVITY OR  
THEME?**

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**LET'S SHARE**



**ANY QUESTIONS ABOUT VOLUNTEERS  
OR TEACHERS?**

