

# Volunteer Orientation

Binks Forest Elementary  
August 14, 2023



First Things First



# Board Members

President: Lauren Stroup

Treasurer: Amy Dominick

VP Ways and Means: Elizabeth Kelly

VP Volunteer Services: Mariella Thomas

VP School Services: Uzma Aijaz

VP Advocacy: Dara Lustig

Membership: Andrea Mariaca

Corresponding Secretary: Stacie Poritz

Recording Secretary: Serena Richards

Room Parent Coordinator: Natalie Macken

# Welcome Volunteers!

PTA Website:

[www.binksforestpta.org](http://www.binksforestpta.org)

Today's Meeting:

- Guidelines
- Volunteer Opportunities
- Membership
- Questions?



# WE ARE ALWAYS IN NEED OF VOLUNTEERS

"When parents are involved in their children's education at home, they do better in school. And when parents are involved in school, children go farther in school and the schools they go to are better."

- Anne Henderson and Nancy Berla's "A New Generation of  
Evidence: The Family Is Critical to Student  
Achievement"

# How Do I Begin?

**Start  
Here**

There will be many volunteer opportunities throughout the year.

- Posted as they approach on our volunteer website:

[binksforest.ivolunteer.com](http://binksforest.ivolunteer.com)

- Always check for current opportunities that open up & sign up.
- Follow Binks social media pages.
- There also may be separate in-class volunteer opportunities throughout the year that your teacher or room parents will reach out about that - separate from these posted on our website.

Contact me, Mariella Thomas, at

[volunteers@binksforestpta.com](mailto:volunteers@binksforestpta.com) if you would like more

# Volunteer Check IN

- Register at the front office with your Driver's License the first time. After that, just check in with your name to get your name badge.
- There are two computers up front to log in to track your volunteer hours. You must log in and out. Recording your hours is very important to Binks Forest and your PTA.



# Health & Safety

- Please do not come in to volunteer if you are ill.
  - \* You may feel that you are leaving the teacher short-handed, but it is more important that our students and teachers stay healthy.
- Notify the school, myself or PTA if you cannot attend.
- If a child complains of an illness while you are volunteering, notify the teacher immediately! The teacher will have knowledge of the child's medical history.
- You are not authorized to distribute food, medicine, or other products to a student. Many children suffer from a variety of food allergies and other ailments. Certain foods, medications, beverages, and/or body care products could trigger a negative reaction.



# Health & Safety

Know emergency procedures and exits. Follow the established emergency plan.

- School may have drills going on during the time you are volunteering, please follow protocols.
- Learn the proper use of school equipment. If you have been injured at school or while attending a school-sponsored event, contact the front office to fill out an accident report. While working as a volunteer, you are covered by the School District's Workers' Compensation coverage.
- Never leave a student alone. Never allow a student to leave school without checking out through the main office. Never release a student to a person who is not a staff member even if they are a relative.
- If an accident involving a student occurs, immediately notify a staff member. Never move a student involved in an accident. A member of the school staff will initiate proper procedure for accidents.
- If you have doubts about a situation, ask someone with authority.

# PLEASE DO!



- Set a good example by using proper manners and behavior.
- Be careful of what you say and do especially in the media workroom and hallways.
- Follow the staff/student dress code when volunteering. Your attire should be neat, clean and appropriate.
- Be respectful of the staff and the school.
- Be friendly...with a smile 😊 and a thank you, you can accomplish miracles.
- Be patient with the equipment in the copy room.
- Help each other! - Many new volunteers

# PLEASE DON'T



- Discipline a student. Classroom supervision and student discipline are the responsibilities of the teacher and school. If you see a student misbehaving, notify the teacher in charge.
- Use a cell phone in front of students, in the hallways or in the media work room while volunteering.
- Give students medication, food, candy, or any type of snacks unless approved and overseen by the classroom teacher.
- Gossip! Anything you may hear or see regarding students, parents or teachers & staff while you are volunteering should remain confidential.
- Enter the Teacher Mailroom. This area is strictly prohibited.
- Disrupt your own child's classroom when volunteering elsewhere in the school. (Kids will love to see you but please do not disturb learning)
- Look at or touch materials on a teacher's desk unless asked to do so.

# List of Opportunities

- Always check the website:  
[binksforest.ivolunteer.com](http://binksforest.ivolunteer.com)
- Special Events: Carnival, Teacher Appreciation Week, Fall/Spring Book Fairs, Fun Run, Trunk or Treat, Holiday Hut, STEAM Night, FAST Dance and much more
- Monthly Programs: Popcorn Fridays
- Financial Opportunities & Sponsorships: Let's discuss!
  - PWP coming up September 30<sup>th</sup>

# PTA Membership



**PTA Membership**  
Binks Forest Elementary  
2023-2024 School Year

**PTA**  
everychild.onevoice.®



## Why join PTA?

- PTA advocates for every student.
- It demonstrates the importance you place on education for children.
- PTA provides funds for important programs like school grants for classroom enhancements and learning.
- Attend general meetings and volunteer! (not required)
- EVERYONE in the family can join!
- ONLY \$7.00 for each person
- **Receive a PTA Car Magnet for each membership!**

**Be Cool- Support Our School!**  
**JOIN PTA TODAY!**

**MORE MEMBERSHIPS = MORE FUN**



**Scan the QR code or visit our website to get started :**  
**[binksforestpta.org](https://binksforestpta.org)**

**EVERYONE CAN JOIN**  
**PARENTS, GRANDPARENTS, FAMILY & FRIENDS**

Any classroom with 100% membership, by August 21st, will earn a popsicle party and the teacher will receive \$25 to their classroom account.

# ANY QUESTIONS



We appreciate you taking the time  
to join us today!

If you have any questions, please contact me at:

[volunteers@binksforestpta.com](mailto:volunteers@binksforestpta.com)

Other useful information regarding volunteering:

<http://www.palmbeachschools.org>

<http://www.schoolboardpolicies.com>

Or you can contact the Office of Community Involvement at  
(561) 434-8789 or (561) 434-8771.