

VIPS DUTIES/RESPONSIBILITIES

- **Coordinator Set Up:** Set up classroom coordinators for all teachers including specials, literacy and the main office. Start this process once the classroom lists are posted. Split the list in half, between the chair and co-chair. Contact teachers first to find out if they have already chosen anyone or if they would like your help in finding someone. Class lists and teacher's phone numbers can be obtained from Belinda Nygaard in the main office. Do not give teacher's phone numbers to the coordinators without the teacher's permission. Have all coordinators in place within the first two weeks of the list posting.
- **Orientation:** Provide two orientations for the coordinators before school starts. One in the morning and one in the early afternoon, on the same day, at least two weeks before school starts. Give a welcome/orientation packet, classroom coordinator binder and all relevant material (CD) to each coordinator.
- **Monthly VIPS Meetings:** Meetings are held once a month. For this meeting, always provide a school calendar showing 1st, 2nd, 3rd, 4th & 5th weeks. This will help keep all coordinators on the same schedule when writing their classroom calendars. Obtain copies of special events calendars from each specials teacher. Ask office staff each month for school wide events. You may also obtain a copy of the teacher's birthdays from Sue Torres. Check with Sue Torres at the beginning of the year regarding the VIPS budget. You have a small amount of funds to use for copies, snacks and end of the year gifts for the coordinators. You may not use this money for gift cards. Gifts must be an actual item. **** Give all meetings dates for the year to Sue Torres BEFORE SCHOOL STARTS so she can put them on the school calendar. ****
- **Picture Days:** Individual in the fall and class in the spring. Both VIPS coordinators need to be available to help the photographers bring students to the media center at their scheduled times. Sue Torres puts the schedule together for the teachers. Obtain a copy from her on picture day. Plan on helping from 8:30am-1:30pm with a short break included for lunch.
- **Kindergarten Orientation/Open House:** happens sometime in April or May. Check with the kindergarten teachers to see if they would like you to say a few words at their orientation. If so, tell a little about VIPS, volunteer information such as registering, the volunteer computer system, the importance of volunteering at Traut, etc. Give your contact information for questions or if anyone is interested in coordinating.
- **PAB Liaison:** VIPS has a PAB (Parent Advisory Board) Liaison. Find out who it is, as this changes each year. This person communicates key issues between VIPS & PAB. You can communicate directly to the committee if you wish.
- **Phone Trees:** Ask coordinators to get their class phone trees put together as soon as possible, usually right after Back to School Night. Have coordinators place a copy of their phone tree in their blue hanging folder in the office.

- **VIPS Coordinator Individual Duties:** Decide at the beginning of the year which VIPS coordinator will:
 - Run meetings
 - Take meeting minute and provide a copy for coordinators after the meeting via email
 - Compile coordinator phone tree
 - Get trained on copier (“seasoned” VIPS coordinator only)
 - Print and laminate nametags as well as go through volunteer database and remove past volunteers. This person will also need to be familiar with the computer system so they should also attend computer trainings when available.
 - Attend monthly Building Coordinator meetings with the district (optional)
 - Make a list of all unregistered volunteers and check this list every month to remove newly registered volunteers
- **Partnership Center:** The Partnership Center is your resource for questions regarding volunteering. There are Building Coordinator meetings once a month with the district. Attend when possible. Make sure they have current contact information (email and phone) for both VIPS coordinators. Most communication is done via email. Contact information for District Volunteer Coordinators is in the Volunteer Building Coordinator Handbook.
- **Volunteer Computer System:** Take trainings for EZVolunteer volunteer system. Make sure the volunteer computer is always operating. If not, contact Partnership Center. Check notepad next to computer every week for volunteers who need new nametags. Print and laminate new nametags every Friday, if needed. Add volunteer opportunities for all classrooms, specials and all school events (i.e.: Art shows, Music Programs, Traut Track Ten, Choirs, etc.) before each school year. Office employees, Sue and Belinda, have basic training on computer system.
- **Registering Volunteers:** All volunteers need to be registered through the PSD website. Instructions are given to each coordinator at orientation. They should pass these instructions onto their parents. Your goal should be to have all your volunteers registered by October. Volunteers can’t volunteer until they are registered. Background checks are done on all new volunteers, randomly selected existing volunteers and volunteers who have been registered for over 5 years.
- **Invitations to School Events:** Art Dillon, our founding principal and Miss Evelyn Traut, our namesake, should be invited to all school events. Please see the office manager, Sue Torres, for current address for each. Make sure all coordinators have this noted in their notebooks.

VIPS SUCCESSION PLAN

VIPS is coordinated by a team of two. A VIPS coordinator term is generally two years. The first year is alongside the VIPS coordinator completing his/her second year. A partner is selected by the coordinator who will continue. This cycle is repeated so that the two year term is staggered and each year a “seasoned” coordinator is in place.

TRAUT CORE KNOWLEDGE SCHOOL EZVolunteer USAGE GUIDELINES

Definition: EZVolunteer is a database program used by the Poudre School District to house information about district volunteers. An entry in the database is created whenever a person registers to volunteer within any school in the district. (Note that this registration is mandatory for all volunteers.) The database is maintained by an outside company and Poudre School District, not the individual schools. The EZVolunteer System is a product of Relatrix Corporation.

Guidelines for use within Traut Core Knowledge School (TCKS):

1. EZVolunteer System is to be used by VIPS Coordinators and Office Staff only.
2. EZVolunteer System is to be used to add volunteer opportunities, check current volunteers, remove old volunteers and print new nametags.
3. Personal information found in EZVolunteer System is not to be shared with anyone who is not an approved user.