

Lakeway Heritage Co-op

Volunteer Policies and Procedures

Fall 2018/Spring 2019

Policies

- 1) Sign up for **ALL** mandatory volunteer hours through the volunteer coordinator **BEFORE** the semester begins. **Students may not begin classes until the parent has signed up for all required hours.** Sign-ups will be made available this summer. You will receive notification by email. Last year (2017-18) the required hours to serve were 10. This number depends on the number of families registered and the number of hours needed so it could change.
- 2) If you are unable to work some/any of the volunteer hours, then the hours can be paid out at \$10 an hour. **All hours need to be paid by the first day of classes.** The money is collected upfront in order to pay someone else to serve those hours. Please pay this money on Orientation day and let the volunteer coordinator know that you are doing this. **Students may not begin classes until the parent has paid.**
- 3) If you are going to be absent from a scheduled shift, you should
 - a) make arrangements to switch with someone and then let the volunteer coordinator know.
 - b) find someone to cover your shift(s) at the rate of \$10 per hour and let the volunteer coordinator know. Please make every effort to pay this person the day of if possible. (You will still be credited that volunteer time and will not have to serve any additional hours.)
- 4) Repetitive tardiness will lead to docked minutes and/or payment to the person serving your shift. Please be mindful of the time of others.

Procedures

- 1) Please arrive a few minutes early.
- 2) Sign in when you arrive to ensure you are credited for your time.
- 3) Please be in position on time.
- 4) Please be attentive to the students and the task at-hand and not overly socializing with other parents or on on your phone excessively.
- 5) Volunteer hours are in a Google Doc spreadsheet. You will be given the link to the document at the beginning of each semester. Use this link all semester. It is live and the changes made can be seen even as they are being entered into the document. What you see in the document is always the most current. The document is similar to Microsoft Excel. There are labeled tabs down at the bottom of the page to guide you. Hitting "Ctrl-F" on your keyboard will bring up the "Find/Search" function and you can search the whole document for your name. Use the document to keep track of when/where you are signed up, how many hours you have served, how many hours you still need, sign-in sheets, and a list of all members and their phone numbers/email addresses should you need to switch shifts with someone. Also, joining the co-op's private Facebook group is another great way to reach out to other members and keep up-to-date. You can also find this information on the co-op's website.
- 6) The job stations and responsibilities for each will be available soon.