



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: Recognition of School Volunteers

NUMBER: MEM-4217.0

ISSUER: Alvaro Cortés, Assistant Superintendent
 Extended Day Programs

DATE: April 21, 2008

PURPOSE: The purpose of this Memorandum is to encourage all schools and offices to officially recognize the services of all volunteers serving in the district.

ROUTING
 Local District Superintendents
 Local District Administrators of Instruction
 Local District School Support Directors
 Principals
 School Administrative Assistant

INSTRUCTIONS: I. Background

The Beyond the Bell Branch School Volunteer Program, a community involvement partnership project encourages all schools and offices to recognize officially the services of volunteers. The School Volunteer Program offers every active volunteer a Certificate of Appreciation. Schools and offices are asked to complete a list of all volunteers who provided services during the 2007-2008 school year (See Attachment A).

Since the School Volunteer Program was established in 1963, individuals of all ages and backgrounds have been recruited to assist in our schools. Currently over 33,000 parents, senior citizens, retirees, college students, corporate volunteers, mentors, and LAUSD students volunteer at our schools and centers throughout the district. Approximately 7,500 volunteers are recruited annually. Additionally, there are members of the community, parent organizations, and school site councils who deserve recognition for the time and expertise they contribute. This represents 43,000 hours of volunteer services per week.

II. Guidelines

Each year, the School Volunteer Program designs a special Certificate for the Recognition of a LAUSD Volunteer. To receive certificates, please complete Attachment A. Volunteer certificates of appreciation may be ordered all year round.

The 2008 National Volunteer Week is from April 27– May 3. Please see Points of Light Foundation - Inspire by Example for more details (<http://www.pointsoflight.org/programs/seasons/nvw/tools.cfm>).



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

On June 26, 2007 the Los Angeles City Board of Education passed a resolution recognizing the significance of volunteers and the importance of National Volunteer Week, encouraging all schools to participate in the activities of the National Volunteer Week.

A committee may be formed to plan special events, such as teas, luncheons, and award ceremonies. Classroom teachers and students can send letters or cards of thanks to their volunteers. The committee or school staff can submit articles to local newspapers publicizing their volunteers or volunteer events. Please forward pictures or event photographs to the School Volunteer Program so we may post them on the School Volunteer Program website. Please forward invitations and flyers to the School Volunteer Program so a representative may attend your function.

Photo displays of "Volunteers in Action" can be featured at schools, in newspaper articles, and in other publications.

III. Presidential Service Awards

The School Volunteer Program will act as a Certifying Organization for the Points of Light Foundation to honor volunteers who support youth development and achievement. Volunteers who serve LAUSD students for at least 100 hours will be eligible to receive a **President's Volunteer Service Award**. The school with which they serve will verify their hours and nominate them for the award. All eligible volunteers will receive awards from the volunteer coordinator at their schools. See the attachment for the *Volunteer Nomination and Verification Form* for the **School Volunteer Program** President's Volunteer Service Award.

IV. Ordering Free Certificates

The School Volunteer Program Office will provide a free Special Recognition Certificate to every school volunteer named by the school administrator or volunteer coordinator. Principals are asked to have the volunteer coordinator indicate, on Attachment A, the complete name and volunteer category of each school volunteer who has served at the school in any capacity since July 1, 2007 for whom certificates are requested. Attachment A is to be signed by the principal and sent to the Beyond the Bell Branch School Volunteer Program Administrative Offices, 2nd Floor, Suite B2-216.

Please order certificates at your earliest convenience.



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

The supply of Recognition Certificates is limited. Certificates will be honored as long as the supply of certificates lasts.

V. Recognition Items Available for Purchase

Volunteer buttons and pins may be ordered separately from the LAUSD Supplies and Equipment Catalog 2007-2008. The available items are as follows:

“SCHOOL VOLUNTEER” ID BADGE (page 179)	50 per/bag \$38.25 each bag	Stock # 080-35-40110
“RED SCHOOLHOUSE” ID Pin (page 180)	6 per bag \$13.50 each bag	Stock # 080-10-53096

Please call to place an order or to re-order from the LAUSD Supplies and Equipment Catalog, 2007-2008, telephone number 562-654-9009.

SCHOOL VOLUNTEER PROGRAM
 NAMES OF VOLUNTEERS FOR CERTIFICATE
 2007-2008

Please list the names of the volunteers assisting in ANY capacity in your school since July 1, 2007. Duplicate this form if necessary. Please be sure that all volunteers have applications on file in the SVP office. All requests will be honored while supplies last.

PLEASE CHECK ONE CATEGORY FOR EACH VOLUNTEER

NAME OF VOLUNTEER IMPORTANT: Please print first and last name for each volunteer.	PARENT (volunteering at your school)	COMMUNITY (college students & other adults)	STUDENT (Currently K-12)	DOVES (Seniors 55+)	Occasional Volunteers (Field trips, etc.)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					

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26.					
27.					
28.					
29.					
30.					
31.					
32.					
33.					
34.					
35.					
36.					
37.					
38.					
39.					
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41.					
42.					
43.					
44.					
45.					
46.					
47.					
48.					
49.					
50.					

TOTAL NUMBER OF Volunteers _____

IMPORTANT: Please type or print the following information:

Planned volunteer activity_____

Activity date_____

Person in charge of volunteer activities_____

Title_____

Principal_____ Signature_____

School_____ Telephone(____)_____

District/Unit/Division_____

Please fold so that the address on the back is visible; staple and send by school mail to the School Volunteer Program office, Suite B2-216. Please order certificates at your earliest convenience. The supply of Recognition Certificates is limited. Certificates will be distributed on a first-come, first-serve basis.

QUESTIONS: Call (213) 241-6900, or fax (213) 241-8974

Note: If you do not wish to order the School Volunteer Program Certificates, PLEASE indicate the number of Volunteers currently at your school: _____ (For LAUSD Records Validating Processed Individuals).

From: _____

Local District: _____

To: School Volunteer Program

Administrative Offices

2nd Floor, Suite B2-