

Important Volunteer Information – Please Read!

Greetings DuFief Volunteers,

I would like to share some important information with you about volunteering at DuFief. The DuFief ES community considers your time very valuable, and is providing this information as a brief “Volunteer Orientation”. It’s important that you take the time to read this if you are planning to volunteer at DuFief this year.

General Volunteer Responsibilities:

- Please be sure to sign in (legibly!) on two forms when volunteering at the school. The first is the visitor log. It is important to log in as visitor and wear a visitor sticker, particularly in case there is a SHELTER or LOCKDOWN situation. There is more information on this below. The second is the log for volunteer hours.
- If you are doing volunteer work outside of school hours or forget to log your time at school, please email me the information (wmrodriguez17@gmail.com). In addition, I will send out a monthly reminder that you can just reply to and sending me your hours.
- If are not be able to make a scheduled volunteer appointment, please contact the school as a courtesy to the staff.
- Please do not bring siblings with you when volunteering, so you may keep your full attention on the DuFief students. In addition, there are many things in the school that are not age-appropriate for younger children, and this becomes a liability issue for the school.
- Please do not use your cell phone while at the school except in the case of emergency.
- Please respect the privacy of our families at DuFief and do not share confidential information.
- Volunteers should work with students within eyeshot of MCPS employees at all times.

Emergency Situation Guidelines:

For your information, the following are the SHELTER and LOCKDOWN procedures. In general, if you happen to be in the building during one of these situations, follow the lead of the closest school personnel. It is not necessary to go back to the classroom you are working in. However, it is most important that you find the closest staff member and have them report your whereabouts to the office as quickly as possible.

SHELTER - This indicates a possible emergency but, the school continues operate as usual with one exception. The teachers must report their classroom attendance and all staff and volunteers must report their location to the main office.

LOCKDOWN - This is an emergency situation and the school will go into lockdown. The

hallways must be immediately cleared of all people - staff, students and volunteers - and all doors will be locked. It is important that you go to the nearest staff member, who will direct you to a safe place and report your location to the office. The staff will use the visitor log in sheet to check off all volunteers that have been reported and will have to track down any missing people, so please be sure to stay with a staff member.

Volunteers Make a Difference!

A lot of research has gone into determining what factors will help our children achieve academic success. Among others factors, the Montgomery County Board of Education states that "parent, student and community involvement are essential to improved academic success for students." To this end, the county has established a program to encourage parent and community volunteerism in the local schools. This is where we come in! DuFief has one of the best records for parent volunteerism, and it's important that we recognize the very real impact our time and energy has on our children's success.

In advance I would like to thank everyone who has volunteered to help out DuFief this year. I know Mr. Mascott and the entire staff very much appreciate our efforts. In addition, the students are the direct recipients of a shared sense of community and a high regard for education, which our volunteer efforts create.

The MCPS recognize the volunteers' efforts and thank them at the end of the year with an awards ceremony for the schools with the highest number of volunteer hours.

The DuFief PTA also thanks our many volunteers by holding a monthly drawing. All volunteers who have logged their hours in a given month will be eligible to win a \$10 gift card. The number of hours you log does not matter, all volunteers are treated equally.

Finally, something I did not know and thought important to share with everyone: MCPS volunteers have the opportunity to join in the Montgomery County Teachers Federal Credit Union. You can join the credit union by opening a Savings Account with a \$5 deposit and a letter of reference from a school administrator on the school letterhead.

If you have any questions, please do not hesitate to contact me.

Wendy Rodriguez, (wmrodriguez17@gmail.com)

DuFief Volunteer Coordinator