



**PINELLAS PREPARATORY ACADEMY, INC.
AND THE
PARENT TEACHER ENRICHMENT GROUP**



Volunteer Guide

We are proud of our parents' involvement, and we hope to utilize the many skills and talents that our families have to offer. In order to facilitate volunteering and to ensure people understand the processes that are in place, we've produced this guide between Pinellas Preparatory Academy, Inc. and the Parent Teacher Enrichment Group. This document will provide information on the following aspects of volunteering:

- Goals
- Volunteer Points System
- Background Checks
- Field Trip Volunteering

Goals

Historically, our goal has been that each family will contribute at least 20 hours of volunteer time a year at PPA. We realize there are many ways that families support our schools, and simply counting hours did not allow us to recognize the variety of ways that families contribute to the school. In order to help us acknowledge and support the efforts that everyone makes, we are implementing a Volunteer Point system for the 2011-12 school year. Now, our goal is that each family will contribute 100 Volunteer Points per year.

Volunteer Points System

Points	Description
5	1 hour of volunteering time
5	Attending PTEG events (per hour)
5	5 points for every \$10 donated directly to the PTEG
5	Running for a PTEG Officer position
10	Serving as a homeroom parent
20	Regularly carpooling with another family (5 points per quarter)
10	Baking items for the PTEG Bake Sale
5	Joining PTEG

Periodically through the year, we may acknowledge and reward students for the number of points their family has earned. We anticipate that additional items will be added to this chart as the year progresses.

With this guide you will find a volunteer survey that we are asking you to complete so that we can keep you informed of upcoming events that you might be interested in volunteering for.

Background Checks

The school uses two different types of background checks. The first is the “Raptor” immediate check, which checks for any dangerous history, such as sexual predator history. This system is used for visitors or volunteers who will be staying with a teacher.

The second type of background check is for any volunteer who will be spending time alone with any child or group of children. These volunteers must undergo a more thorough background check. These individuals are required to complete a Pinellas County Schools volunteer form and provide a copy of your driver’s license. These background checks can take up to two weeks. These forms were sent home in the summer packet. For the safety of our children, the Pinellas County School volunteer form must be completed on an annual basis.

Field Trip Volunteering

Parents wishing to volunteer as a chaperone on a field trip should indicate that they are interested in volunteering on the field trip permission slip. Parents will only be allowed to chaperone a field trip if they have submitted their background check form, and we have received a clean report back from the district. If we do not have clearance, you cannot chaperone on a field trip. In order to receive background results back in time, the forms must be submitted at least two weeks before the event.

Unfortunately, parents do need to purchase tickets and pay to attend field trips. We do not have the funds available to cover parent participation in the events, we apologize in advance.