**Timberlin Creek Elementary Loves our Volunteers!!!**

Volunteers are essential to TCES. No amount of time is too small. Your volunteer time is valuable and plays an important role in enhancing your student’s education. Your presence will provide vital support for the school, staff, and students, all while teaching our kids fundamental significance of volunteering. Children grow into compassionate adults who understand the value of giving their precious time to a wonderful cause. The students light up with joy and pride when they see their parent(s) volunteering in their classroom, or on field trips. We hope that you will consider giving some of your time and find your volunteer experience at TCES to be a rewarding one. A new volunteer list is started each year so if you are interested please send an email stating your interest to [timberlincreekpto@gmail.com](mailto:timberlincreekpto@gmail.com). All volunteers must apply through St. Johns County by logging onto <https://stjohns.keepntrack.com/apply>. Application must be approved before you are allowed to volunteer. This takes several weeks. All teen volunteer must register through the keepntrack website to record their volunteer hours.

The following list is some examples of the volunteer roles we will be requesting in the coming year:

**Proctoring**- This role is to assist a teacher and monitor the students during the IXL & Iready testing. This is several weeks of testing and each teacher is required to have a proctor to administer the test. Volunteers or vital during this time.

**Field trips**- Volunteer’s will be asked to supervise over a small group of kids for a particular class during your class field study trip. Your teacher will reach out for volunteers.

**School functions-**Examples of these are the Fun Run, Father/Daughter dance, Mother/Son event, Spring Carnival, Staff Appreciation luncheons, Holiday House, and several others. Volunteers will be asked to help setup, decorate, clean up, serve refreshments, monitor games, bring cooked items for luncheons, and several more.

**Assist with teacher –** Please check with the Homeroom Parent for your classroom first, then watch for you teacher to send volunteer requests.

We have compiled a list of tips to help enhance your volunteering experience as well as communicate some important rules all staff and volunteers must follow per St. Johns County School district policy.

**PLEASE DO:**

1. Show up at your scheduled time
2. Email the teacher or the PTO if you’re are running late or cannot make your scheduled volunteer time
3. Must sign in at the front office and provide a Florida state ID.
4. Please correctly designate the area in which you are volunteering, schools get credit for volunteers in certain areas.
5. Please turn off cell phone ringers when in classrooms.
6. Do remember TCES dress code and please dress accordingly
7. Do remember to **keep track of your volunteer hours by logging onto** [**https://stjohns.keepntrack.com**](https://stjohns.keepntrack.com). Your hours will count towards the 5 star award (5 star award recognizes school that recognizes school with exemplary community involvement. Volunteer hours count towards this award.

**PLEASE DO NOT:**

1. Forget to leave your little ones at home when volunteering in the classroom, younger siblings are not allowed in classrooms when volunteering.
2. Do not roam the school while you are volunteering or visit a siblings classroom, stay in the designated place that you have agreed to volunteer. This is for the safety of all of the students.
3. Please use discretion and consideration when speaking, off school campus, about students, families or faculty at TCES.
4. Do Not video or photograph your student(s) or any others while on campus. See Student Code of Conduct, pages 52-54.
5. MOST IMPORTANT. Please do not forget to enjoy your time at TCE!!

We truly appreciate all of our volunteers. None of this would be possible without volunteers!! Please email the PTO at [timberlincreekpto@gmail.com](mailto:timberlincreekpto@gmail.com) for any questions.

Dawn Evans-TCES PTO President, Beth Price- TCES PTO Co-President, Nicole Allamon 2nd Vice President/ Volunteer Coordinator.