

## Pope PTO Volunteer Responsibilities & Guidelines

### Purpose & Expectations

The purpose of the Pope PTO is to enhance and support the educational experience of each student at Pope Elementary, to develop a closer connection between school and home by encouraging parent involvement, and to support a safe learning environment for children, staff, educators, and volunteers.

Because we give of our time in a professional and educational setting, we are held to the same high code of ethics as that of a paid professional and educator. As volunteers, we are privy to information that should be kept confidential. We see and hear actions that would reflect a child's progress. Names of pupils, teachers and staff, their actions and abilities are never appropriate topics for discussions. We also expect to be held accountable for fulfilling our responsibilities, as others are dependent on us to do so. We must commit to serve with a welcoming spirit, an attitude of open-mindedness, a willingness to be trained, and a respect for school staff and confidential matters.

### PTO Volunteer Responsibilities

- Join PTO
- Register as a CFISD volunteer, create a volunteer account with Raptor, and track all volunteer hours (see attached instructions).
- Sign in and out of the school and wear your badge at all times.
- No siblings are allowed to be in the instructional areas while a parent is volunteering.
- Be a positive role model by acting respectfully/professionally and dressing appropriately (please remember this is a business casual work environment for most).
- Be familiar with school policies, such as use of office machines, parking regulations, staff-only areas, and emergency procedures.
- Remember that all school, staff, and student information is confidential.
- Defer to the principal and her staff on when volunteers can be in the building and what tasks volunteers are allowed to do.
- Stay in the area of the school building where you are registered to volunteer.
- Be considerate of teachers' time and schedules.
- Notify the VP of Volunteers as soon as possible if you must be absent from a volunteer duty (email: [volunteers@popepto.org](mailto:volunteers@popepto.org)).
- Discuss any concerns with the PTO president, principal, or the central VIPS office.