

PENTUCKET MIDDLE SCHOOL COMMUNITY SERVICE PROGRAM

Parent Volunteer Responsibilities

Welcome, Parent Volunteer!

We're thrilled that you have volunteered to help with your child's Community Service Placement. Your support and involvement makes this important activity available to our students. Please read this instruction sheet carefully, as it outlines what you are responsible for as a parent volunteer.

ONGOING RESPONSIBILITIES:

- *Act like a scout leader
- *Remind kids the night before their service day
- *Provide transportation to and from the placement
- *Maintain communication with the contact person in the agency
- *Let us know how you are doing - and notify us of any problems.
- *Take pictures of your team in action

WHAT ARE THE PARENT LEADER'S RESPONSIBILITIES?

A Parent Leader needs to be willing to take charge of the details that enable the group to serve - the main one being transportation to and from the placement. You are not required to DO all the driving, just be sure to arrange the rides with other parents of your team. ALL drivers must have completed the school's driver insurance form. Please bring a driver's license for each parent who will be driving and know the insurance limits for each driver (front and back copy of the licenses is fine).

The school is also required by law to conduct a CORI (criminal record check) on every adult volunteer. It is important to note that we need this not only for the "Parent Leader" but from every adult who anticipates doing any driving or participating with the group at any time. A Dad, Grandparent, or friend cannot take over for you, even once, if they have not filled out the forms, and vice-versa. These forms will be available at sign up night. If your "team" consists of only your child, we still need the forms. This is an important legal requirement.

WHEN DOES MY TEAM SERVE?

Student volunteers are expected to serve on their regularly scheduled days whenever school is in session...the obvious exception being the weekend placements.

They are not expected to serve on school vacations, early release days or holidays. The teams are not prevented from serving on these days but you must confirm it with your placement as they may not be expecting your students.

Snow Days or other Emergency School Cancellations: Although the teams are not expected to serve on these days, you need to contact the placement directly to let them know. Do not assume they are aware that school was cancelled.

For placements that meet every other week and have been designated an "A" team, you will start your service the week of October 27th. For "B" teams, you will start your assignment the week of November 3rd. There will be a "Service Weeks Calendar" included in your confirmation packet.

For those placements that do not yet have scheduled dates, call the person listed as your contact to work out your schedule. Please be ready to start on the first day scheduled, as we want to get the students going as soon as possible so they are able to get the most out of the program.

QUESTIONS OR CONCERNS:

Liz Torrasi is the Middle School Liaison for the program. You may reach her by phone at 978-363-2112 or email at JTORRISI@VERIZON.NET. You may also contact Robin Wilson, Principal, PRMS at 978-363-2957 with any general questions.

Thanks again for your enthusiasm and support for this wonderful student opportunity.

Best Regards,

The CSP Organizers