

Volunteer Handbook



H.E.L.P. Homeless Education & Literacy Project

A program designed to remove barriers for students to attend and be successful in school.

HELP Centers

North County: 541-996-4878, HELP Center at Taft Elementary

East County: 541-336-4357; HELP Center at Toledo High

West County: 541-574-5824 HELP Center at Newport Middle

South County: 541-563-8584 HELP Center at Crestview Heights

Homeless Coordinator : 541-265-4506



“Never doubt that a small group of committed people can change the world. Indeed, it is the only thing that ever has.”

Margaret Mead

The H.E.L.P. Mission

The McKinney-Vento Homeless Education Act guarantees that all children receive equal access to their education despite their living situation. The Act defines homelessness as children who lack a “fixed, adequate and regular night-time residence.” Homeless children are living in a variety of situations including camping, cars, shelters, motels and doubled up due to economic hardship.

The Homeless Education and Literacy Project (H.E.L.P.) is the McKinney-Vento Program of Lincoln County designed to help homeless students overcome barriers to school attendance and academic success. On an average The HELP Program identifies over 800 homeless children in Lincoln County during a school year. Lincoln County has one of the highest rates of homelessness among children in Oregon.

There are four HELP Centers located in the four regions of the county (North, South, East and West) that serve the surrounding areas. Each Center is located in a school building and is staffed with HELP Advocates, AmeriCorps Members and volunteers.

The HELP Centers provide resources and educational assistance targeted to youth and families experiencing homelessness, but events and programs are also open to other children and families.

Homeless individuals are fighting for survival and spend a lot of their time and energy trying to get their physical needs met. The HELP Centers provide basic needs resources including clothing, shoes, household items, hygiene supplies, school supplies, blankets and emergency food. Referrals are made to other community resources.

Education is the best tool we have to help individuals rise out of the poverty trap. HELP Centers offer an early childhood and parent program called LIFT: Learning is Fun Together! School aged youth can participate in after school programs with tutoring, enrichment activities and nutritious meals. Job Opportunities for Youth (JOY) is offered to high school students. Participants gain job skills, plan for future careers, earn school credit and receive support to become financially stable. Lastly, families are invited to attend family nights, parenting classes and workshops on a variety of topics.

Together let's inspire and empower our community to raise the achievement bar. The HELP Centers offer educational and volunteer opportunities that address a variety of social issues including education and local homelessness.

Whether you are interested in learning, volunteering, or being a donor, we invite you to call or visit your local HELP Center.

Thank You!

How you can H.E.L.P.

*Academic Support

-Help students in grades K-12 with homework through the after school tutoring programs.

*LIFT: Class for parents & preschoolers

- Assist in the classroom
- Be a child's buddy when the parent can not attend class
-Prepare or sponsor snacks for the class

*JOY—Job Opportunities for Youth

-Assist with students' career exploration by being on a guest speaker, providing interview practice, teaching a job related skill or allowing students to shadow you at your place of employment.

*Read & Feed / Family Night Volunteer

-Assist with a community meal and read with children
-If involved with preparing or serving, a Food handler's card is required

*Resource Volunteer

-Collect and sort donations
-Assist with the clothing closet/ hygiene supplies
-Episodic volunteer at back to school events

*Workshop Facilitator

-If you have a skill that can benefit the community, come share your talents and teach others.

- Offer a one time workshop or a series.

-Examples: photography, cooking gardening, budgeting, etc.

*Fundraising /Special Events

-Assist with planning/organizing fundraising for the Center's various programs

*Backpack Program

-Fill backpacks with nutritious food to send home with children on the weekends

-Deliver and pick up backpacks and food donations

* Office Duties Volunteer

-Answer phones, organize materials, make copies, filing, etc.

*Youth Housing

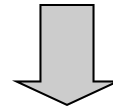
-Work with HELP Center Staff and Community Partners in starting youth housing program

Lend a H.E.L.P.ing Hand:

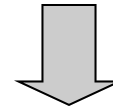


Volunteer Process

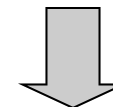
Call your local HELP Center



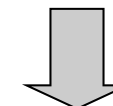
Make an appointment to discuss how/when you would like to volunteer



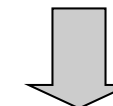
Receive a volunteer handbook with guidelines for volunteering at the Center



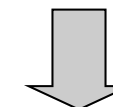
Fill out volunteer application and background check and return to the Volunteer Coordinator



Complete the Safe Schools training



Make an appointment to have the Volunteer Coordinator get you started



Start your volunteer journey. Enjoy!

Emergency Procedures

1. **MAKE SURE** you know where the **Emergency Plan** booklet is hanging on the wall where you are working– it has all information you need to know and more.
2. **FIRE DRILL:**
 - Leave quietly by designated route
 - Walk quietly to assigned area
 - Be a responsible, quiet role model to those around you
3. **EARTHQUAKE/ TSUNAMI:**
 - Stop, Drop, and Cover (if earthquake)
 - Leave room quietly
 - Stay with group
 - Line up at designated area
 - Remain quiet and wait for next instruction
4. **CODE YELLOW/ LOCK DOWN**
 - Lock doors and windows, leave shades open
 - Continue Instruction
 - Admit students assigned to your area
5. **CODE RED LOCKDOWN**
 - Lock doors and windows, leave shades open
 - Turn off lights
 - Everyone on the floor and quiet
 - Do NOT admit anyone!
6. **EVACUATION**
 - Evacuate the building
 - Be prepared to take alternate routes
 - Gather in assembly area
 - Help to account for all students and staff
7. **SHELTER-IN-PLACE**
 - Close all windows and doors
 - Seal gaps with wet towels
 - Turn off HVAC systems
 - Cover all openings to outdoors with plastic sheeting and tape

BASIC RULES & EXPECTATIONS FOR VOLUNTEERS

1. Sign in and out every day.
2. Do not attempt to contact children or families outside of the HELP Center.
3. Respect children and families
 - Maintain confidentiality (ex. No taking student photos, posting student names on Facebook, etc.)
 - Respect students' time by being punctual
4. Avoid potentially compromising situations
 - Do not be alone with a child
 - Do not take children to the bathroom.
 - Do not transport children
5. Remain sensitive to the circumstances of children/families
6. Not Allowed:
 - No weapons or drugs
 - No smoking/chewing on school property
 - No profanity
7. Refer major discipline issues to staff
8. Have fun!

IICC Community Volunteers

LINCOLN COUNTY SCHOOL DISTRICT

Code: **IICC**
Adopted: 6/00
Revised/Readopted: 7/9/02
Orig. Code(s): 1235

Community Volunteers

Citizens who voluntarily contribute their time and talents to the improvement and enrichment of the public schools' instructional and other programs are valuable assets. The Board encourages constructive participation of groups and individuals in the school to perform appropriate tasks during and outside school hours under the direction and supervision of professional personnel.

Any person authorized by the district for volunteer service in a position having direct, unsupervised contact with students will be required to undergo an Oregon criminal records check.

Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.

END OF POLICY

Legal Reference(s):

ORS 326.607
ORS 332.107

Cross Reference(s):

GCC/GDC - Recruitment/Hiring/Fingerprinting/Initial Employment



H.E.L.P. VOLUNTEER APPLICATION

“Never doubt that a small group of thoughtful, committed people can change the world.
Indeed, it is the only thing that ever has.”
-Margaret Mead

Student

Parent

Community Member

School Staff

Circle one

Applicant's Name: _____ Date: _____

Address: _____ City: _____

Home Phone: _____ Day Phone: _____ Cell Phone: _____

Email: _____

List two references: (not family members)

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

List two people to call in case of an emergency:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

I understand the Volunteer rules and practices of the Lincoln County School District and agree to abide by them.

Signature: _____ Date: _____

(over)

Please complete back portion of volunteer application as well. Thank you!

VOLUNTEER Application Continued

1. SKILLS: You would like to share:

- Business / Work Experience _____
- Talent / Special Skills Abilities _____
- Homemaking Experiences _____
- Training / Education _____
- Hobbies _____
- Second Language Abilities _____
- Travel / Life Experiences _____
- Other _____

2. AVAILABILITY: When are you available?

Mon. Tues. Wed. Thurs. Fri. AM PM After School
 Evenings Weekends **Frequency:** Regularly Occasionally

3. INTERESTS: Check all that apply to you.

Tutoring/Homework Help Early-Childhood Programs Job Opportunities Program
 Read & Feed/ Family Nights Resource Volunteer Workshop Facilitator
 Fundraising/Special Events Toledo Backpack Program Office Duties
 Youth Housing Program Other _____

4. What age group are interested in working with? Check all that apply.

3-5 years K-3rd grade 4th-6th grade 7th-12th grade adults

5. Do you have children attending school? **Yes No**

- If Yes, at which schools are they attending? _____

6. Please describe your personal and professional reasons for volunteering.

7. Do you have any special needs/requests:

8. Are there activities you do not want to do: