

## **Evidence Based District Achievement and Collaboration Goal**

“80% staff participation in two community service activities of their choosing within the Germantown School District community for the 2015-16 fiscal year commencing on July 1, 2015.”



### **The goal is one of helping others in the Germantown School District community through volunteerism**

- Activity benefits the communities of the Germantown School District.
- Proceeds or services need to benefit a community non-profit organizations.
- Volunteering may be, but not limited to, planning, preparing, implementing and active participation in an event. A monetary donation, or paying a registration fee alone does not qualify as an approved activity, nor does attendance as a spectator.
- Volunteering as a coach of a team or club leader, that is a direct result of your own child or family member's involvement would be considered one “community service” activity.
- Activity involves participation and involvement that extends beyond the Germantown School District staff paid time and the student's school day.
- If activity is part of a student group of which one is an advisor, volunteering should be an activity that extends beyond the usual and past activities completed as a paid advisor.

## Evidence Based District Achievement and Collaboration Goal

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### The goal is one of helping others in the Germantown School District community through volunteerism (cont.)

- Be an activity where recognition as a group or an employee of the Germantown School District can be publicized.
- Participation must be verified via artifact.
- Approval requests and artifacts need to be submitted by each individual with approval letter attached, even if a group event.
- Letters of recommendation for Germantown High School students will count as one activity for one time only. A minimum of three letters is required for this event to count.
- Activities or fund-raisers that support your own school, i.e., PTA events, Fall Festivals, etc. can only count one time only. Your second activity needs to be for an organization other than your own school.
- Volunteering at another school, other than where you are employed, will count as an approvable event.
- If you are in doubt as to an activity meeting any of these guidelines, please do not hesitate to confer with Jon Stachowiak (GHS), Tom Wilcox (KMS), Melissa Pecunia (Mac), or Cynthia Coley.

# Process

- Complete a Pre-approval Google form; Staff Website, Staff Use Tab “*GSD Volunteer Goal Approval Form*”
- Your Google account password is the same as your Novell password
- Information that will be collected for each volunteer activity includes:
  - Type of voluntary activity/event (organizing fund raiser for a non-profit organization, volunteering for a non-profit cause, Adopt-a-Highway, reading at story hour at Public Library),
  - Name of benefit/cause: (local, county, state, national),
  - Identification of communities benefitting,
  - Date(s), time(s) and location of the event,
  - Participation –GSD Group or Individual
  - Upon completion, documentation that will be provided to verify participation
- Submit the form via button on the end of the form
- You will receive approval/non-approval notice via e-mail
- Upon completion, you will need to attach the approval form to your documentation/artifact and scan or send both via interoffice mail to Cynthia
- Record of your completed activity will be documented in your personal employee Skyward account. (*User Defined Fields – Volunteer Activity*)

# Does the Activity meet the Intent of Volunteerism?

<u>Activity</u>	<u>A. Type of Volunteerism</u> Volunteerism vs. Donation	<u>B. Frequency</u>	<u>C. Location</u> GSD Communities	<u>D. Time</u> Beyond school day hours	<u>E. Date(s) of Event</u> Between July 1, 20XX and June 30, 20XX (Dates listed here are examples only,	<u>F. Artifact Provided</u>	<u>G. Benefitting non-profit fund or charity</u> GSD Communities	<u>Approved---</u> YES  NO (w/reason)
Reading at Story Time	Volunteer Time	One Sat. a Month	GT Public Library	11:00 – 12:00 a.m.	Dec. through Jan.	Participation Note from Public Librarian	GT children 2 to 5 years of age	YES
Empty Bowls Project	Planning, Promoting, Supervising the event	One-time Event	KMS	4:00 – 7:00 p.m.	February 20XX	Photo of Planning Committee group	Local and County Food Pantries	YES
Donate Blood	Donate Blood	Two Times a year	Brookfield	5:00 – 5:30	November 10, 20XX	Copy of “I donated Blood Today” sticker	American Red Cross	YES
Assist with Blood Drive	Volunteer to register participants, serve juice		GT High School	5:00 – 5:30	November 10, 20XX	Participation certificate from American Red Cross	American Red Cross	YES
Robert’s Custard Benefit for GSD Student Group	Serve Food	One	GT	7:00 – 9:00	August 30, 20XX	Thank you from Robert’s	GSD Student Group	YES
Washington County Big Brother’s Big Sisters Bowling	Collect Donations/Sponsors and Bowl with School Team	One time	West Bend	8:00 – 11:00 p.m.	June 13, 20XX	Group Picture	Washington County Big Brother’ Big Sisters	YES

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Helping at Honor Society Induction	Attend Event to support honor students	One evening	GHS	7:00 – 8:00 p.m.	February 21, 20XX	Confirmation of Advisor	GHS Student Group	No - A. attending as a guest or spectator not considered volunteering
Robert's on evening of School Fund Raiser	Take family to Restaurant to dine	One-time Event	GT	4:00 – 5:00 p.m.	February 20XX	Bill from meal	Student Group	No - A. attending as a guest or spectator not considered volunteering
Work dance, athletic event, play or event where others are paid to do same activity	Do work unpaid	Two Football games	GT	7:00 – 9:30 p.m.	November 10, 20XX	Program from Football game	District Athletic Budget	NO – A., G. Would be a donation, not volunteering for fund or charity
Organize a group to collect non-perishable food items for GT Food Pantry	Organize, publicize, collect and deliver items	One week	GT	After school every Tues. and Thurs.	November 10 - 15, 20XX	Donation receipt from Food Pantry	GT Food Pantry	YES

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BOLD (Blind Outdoor Leisure Development)	Volunteer as guide or helper	3 times during winter sessions	Richfield	5:30 - - 7:00 p.m.	December 2014 - February 20XX	Certificate	BOLD	YES
Youth Futures Lock-In	Volunteer to advertise event and supervise	Two Football games	GT	7:00 - 9:30 p.m.	May 5, 20XX	Agenda from planning and attendance verified	Youth Futures	YES
Adopt a Highway Project	Organize, publicize, and volunteer for project	One Saturday	GT	8:00 - 12:00	April 12, 20XX	Thank you Note	County	YES
Jump Rope for Heart	Arrange for <b>student participation</b> in physical education class	One date	KMS	<b>9:00 - 3:00</b>	March 15, 20XX	Participation Roster	American Heart Association	NO - <b>A. Volunteering needs to be on staff members part D. Not part of work day</b>
Letters of Recommendation	Writing more than three (3) letters for GSD students	Wrote twelve letters	GHS	Various	February - May 20XX	Able to provide evidence of copy	Individual GSD students and their families	*Will count only once as an activity no matter the number beyond three

# Do These Events Qualify?



YES	YES
Work a community parade as supervisor, clean-up crew,	Mentor an Eagle Scout through project
Organize fundraiser for GSD family	Organizing, and accompanying student group to do caroling at GT Senior Citizen's Home
Serve Food at GT Business giving proceeds to GSD non-profit fund	Organize student group to promote, advertise, and volunteer at Breakfast with Santa event on Saturday before the Holidays
Organize Powder Puff to raise money for charity	Organize, promote, and implement a student/faculty event ; donating proceeds to charity
Assist PTA with labor of installing community playground equipment at the school	Donate blood at Germantown School District site/center

NO	NO
Donate money to someone running in an event supporting cancer	Have a booth at the Holy Hill Craft Fair
Donate my household items to Goodwill	Monthly monetary donation to the Humane Society
Attend Eagle Scout ceremony	
Attend PTA meeting	
Run in the Chamber of Commerce Candy Cane Run	

# Do These Events Qualify?



YES	YES
<p>Volunteer and help with Candy Cane Run for GT Chamber of Commerce</p>	<p>Participate in committee work and organization of Relay for Life</p>
<p>Participate and help with PTA Fundraising event where proceeds benefit the individual school. *Will only count once, no matter the number of Fundraising events.</p>	<p>Wrap presents and volunteer time for "Shop With a Cop" event for Washington County Police Department.</p>
<p>Classroom volunteer at another school in a district other than where you are employed.</p>	<p>Girl Scout, 4H, Church School, Boy Scout Leader, etc. *Will only count once, no matter the number of meetings.</p>

NO	NO