



How to Recruit, Train, Retain and Thank Volunteers

Finding and Keeping Good Volunteers. Why we keep track of volunteer hours? And ways to Appreciate Both Teachers and Volunteers

Kris Denison Community Engagement Commissioner



Vol_nteer

► We need U



► **We
Need
the
right
tools!**





Motivating volunteers: types of motivation

- ▶ *Self-serving*
- ▶ *Relational*
- ▶ *Belief-centered*
- ▶ *Enthusiastic*



▶ Practical Ways to Engage and Motivate Volunteers



Provide Meaningful Tasks



- ▶ Provide meaningful tasks and tell volunteers how their work contributes to the overall success of the PTA organization or project.
- ▶ Give volunteers an orientation that links volunteer participation to the broader mission of the PTA organization.
- ▶ Create positions that achieve diverse tasks.
- ▶ **Don't assign tasks that are unorganized or waste volunteers' time.**

Show volunteers Respect



- ▶ Consider the individual PTA volunteer and don't ask a volunteer to do something he or she can't handle.
- ▶ Give volunteers clear directions and the necessary tools to perform tasks. Be available to answer questions.
- ▶ **Seriously consider volunteers' advice and recommendations.**
Listen.

Support Personal Skill Enhancement



- ▶ Help PTA volunteers acquire new skills and relate them to their personal or professional life. Show volunteers how they can enhance their résumés and personal gifts.
- ▶ Provide opportunities for leadership advancement.

Show Recognition



- ▶ Appreciate every volunteer, regardless of his or her task.
- ▶ Show appreciation often.
- ▶ Individualize the recognition. Make it specific and meaningful to each volunteer.

Where do we go from here...



► How do we (PTA) provide organization and support to potential PTA Volunteers?

- Procedure books
- Volunteer sign ups
- Clear job descriptions and expectations
- Job training and post event summaries
- Follow through

How do we make a volunteer's experience positive so that we want to keep helping?

- Care about them
- Communicate with them
- Ask their input – make them part of the team
- Appreciate them with “Thank You”

How to Get Volunteers



- ▶ Personally ask people
 - Opening social for the purpose of meeting parents and recruiting volunteers
 - Ask friends
 - Send them an invitation
 - Have each board member ask someone they know
- ▶ **Don't say no** – use them somehow
 - **Don't turn a volunteer away**
 - Ask them what they can or would like to do
 - Give them parts of your job
- ▶ Value their time and talents
 - **Don't ask an accountant to sit and cut out paw prints for hours**
 - Have a volunteer survey to see their interests and talents
 - **Don't be afraid to start a new program to utilize a new volunteer**

Why Train?



- ▶ As a PTA Leader, you want to give your volunteers everything they need to be successful.
- ▶ Clearly define roles and expectations to avoid confusion. Being organized from the very beginning takes time and effort, but can eliminate confusion later.
- ▶ The more information you give, the better they will understand the job in front of them.

How to Train?



- ▶ Procedure books – each committee and elected officer
- ▶ Volunteer Guidebook – intro to school and PTA, PTA contact list, and dos **and don'ts of volunteering**
- ▶ Job Descriptions
- ▶ Training at each board meeting
- ▶ Beginning of the Year Training
- ▶ Convention
- ▶ Region and Council Training
- ▶ Top Down Training
- ▶ Needs Assessment
- ▶ Bylaws

Is your PTA UTILIZING the diverse and underserved populations in your school community?



- ▶ Have a multicultural night
- ▶ Have a dad's club
- ▶ Have each board member invite a new person to each meeting
- ▶ Translate newsletters, etc
- ▶ Reach out to community groups to help out
- ▶ Have Dinner Night Outs/Spirit Nights at different cultural restaurants
- ▶ Have family activities at the school for families to get to know each other
- ▶ Use Come Play with PTA events to bring families together

Why do I Keep Track of Volunteer Hours?



- ▶ 1- Credibility of our Organization
- ▶ 2- Maintain our Tax Exempt status
- ▶ 3- Grant Applications
- ▶ 4- Legislation
- ▶ 5-School Administration
- ▶ 6-Business Partnership
- ▶ 7- Recognition





***We want to keep our
volunteers,
Not spend time getting them
back!***

A few thoughts about Retaining Volunteers



- ▶ Isn't it easier to keep a trained and valuable volunteer as opposed to recruiting a new one? YES
- ▶ **Know your Needs. Don't ask for 40 volunteers if you only need 20.**
- ▶ Show them their impact. Take pictures at the event of the kids having fun and show them. Write a note telling them how much the event helped whomever.
- ▶ Allow them to GROW into other opportunities. As a president, officer or chairman you should be looking for your replacement. Your organization is only as good as the next leader. Giving volunteers the opportunity to explore and grow will not only benefit your PTA, it will deeply impact the individual.

Most volunteers will say they don't need any recognition, but that does not mean it is not appreciated and truly needed.



► ***Now to the fun part – THANK THEM!***

- Send a thank you note signed by the executive board after each event to each volunteer
 - Online Programs will allow you to send thank you notes after each event
- Have a Christmas Party, End of the Year Party, etc
- Personally thank them
- Have students make a thank you poster
- Nominate them for Utah PTA Awards
 - Have your own school awards too
- 10 minute Mini Massages
- Have a day during Teacher Appreciation Week where the teachers and volunteers can thank each other.
- Give a thank you gift at the end of the year.
- Have a special Parking space for the Volunteer of the Month
- Ask community businesses to help you spotlight your wonderful volunteers
- Have a Volunteer Thank You Drive through
 - Give a soda, windshield wash, carwash, ice cream, etc
- There are a million ways – Just Do It!

Teacher Appreciation - it's more than just a week!



Teachers deserve appreciation more than just one week in the year. Teacher appreciation is a great way to involve parents who might not otherwise be involved.



Think outside the box!



- Back to School Breakfast
- Weekly or Monthly Treats
- Teacher Birthdays
- Once a Month Lunches
- Teacher Grants
- School Supply Drive
- Coordinate Room Parents
- Take over a program - ie: safety patrol or school choir or field day
- Hold PTA/PTSA meetings when teachers can come





FACULTY AND STAFF/TEACHER APPRECIATION WEEK

Kristen Hansen-Curtis



Elementary School Ideas for Teacher Appreciation

Generally love food or anything handmade
Don't forget the staff members - they work just as hard
Love school supplies and classroom snacks
More parents are willing to help



Have a Monthly Lunch



Secondary School Ideas for Teacher Appreciation

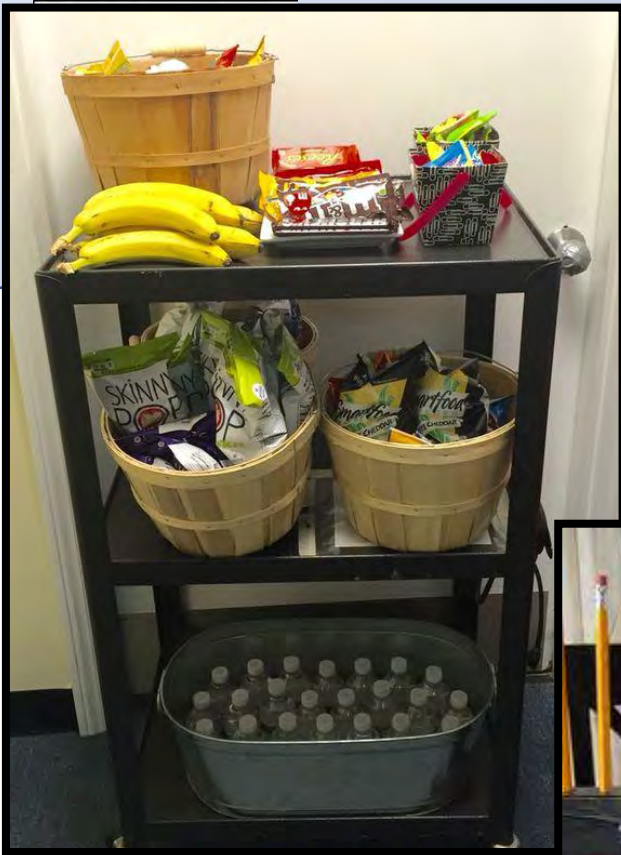


More teachers and staff
More variety in personalities
Less time with more activities
Not as impressed with the “cutesy” things
More students to be responsible for

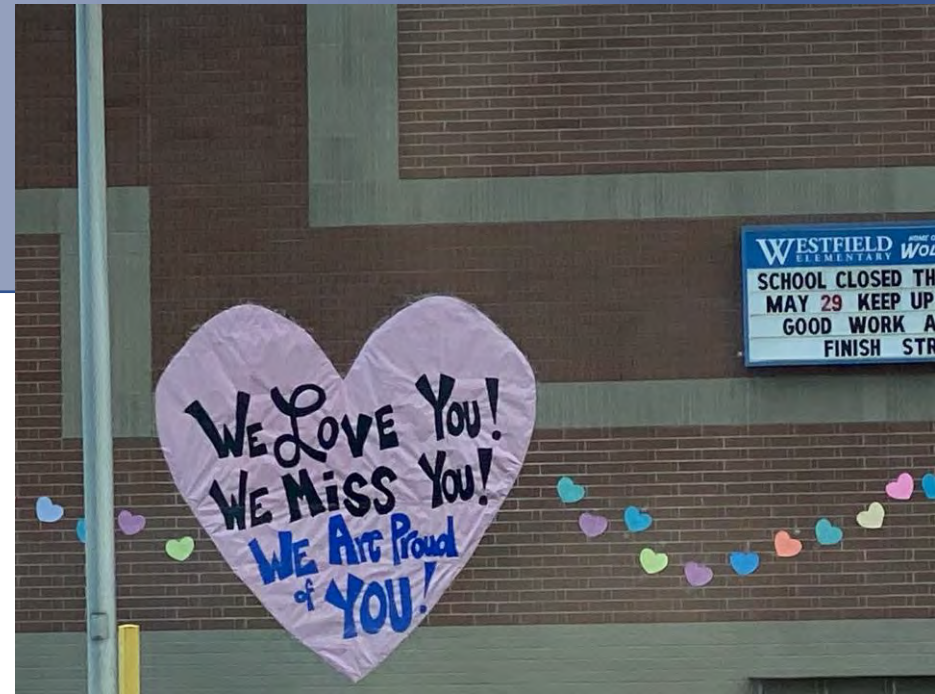


every child's voice.

Student Service



Teacher Appreciation



Include everyone!



Bus Drivers, Crosswalk Guards, Kitchen Staff, Janitorial, Nurse, Teachers Aides, Resource, Computer, Psychologist, Teachers, Front Office Staff, Media specialist, Librarians, and anyone else that helps with or at the school!!



Don't forget the other "teachers"



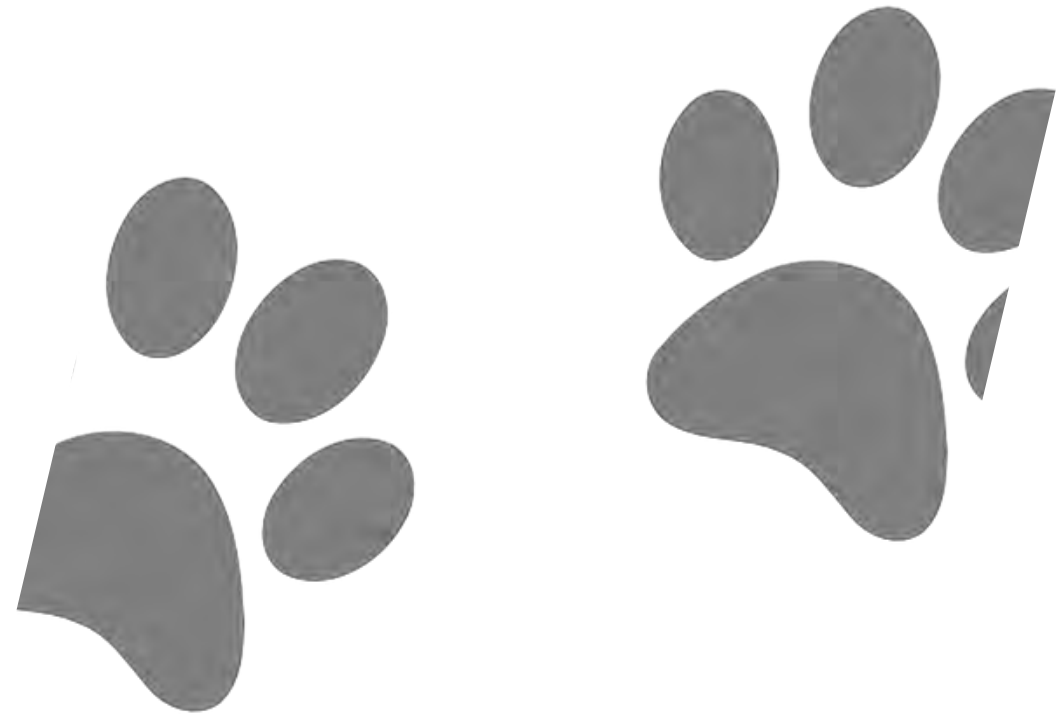
THEMES



- Wild about you
- Planting the seeds of knowledge
- Out of this world amazing
- VIP/Hero week



We are WILD about you Teacher & Administrations



PLANTING THE SEEDS OF KNOWLEDGE



FACULTY AND STAFF PLANT SEEDS OF
KNOWLEDGE THAT WILL GROW FOREVER



OUT OF THIS WORLD AMAZING

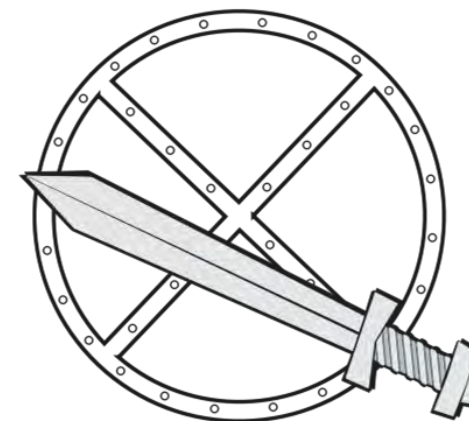


FACULTY AND STAFF YOU ARE OUT OF
THIS WORLD AMAZING!

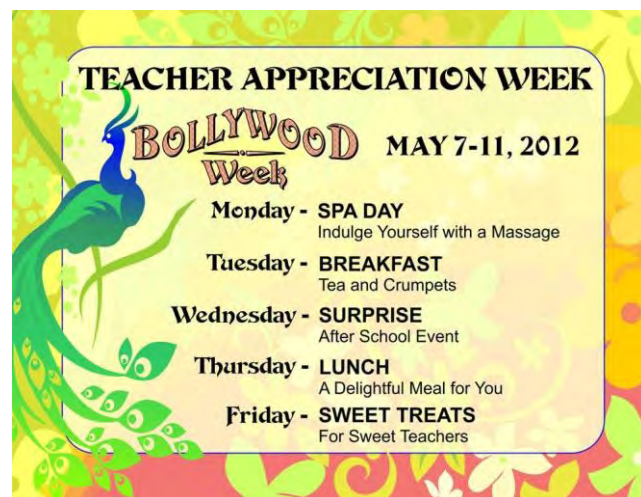
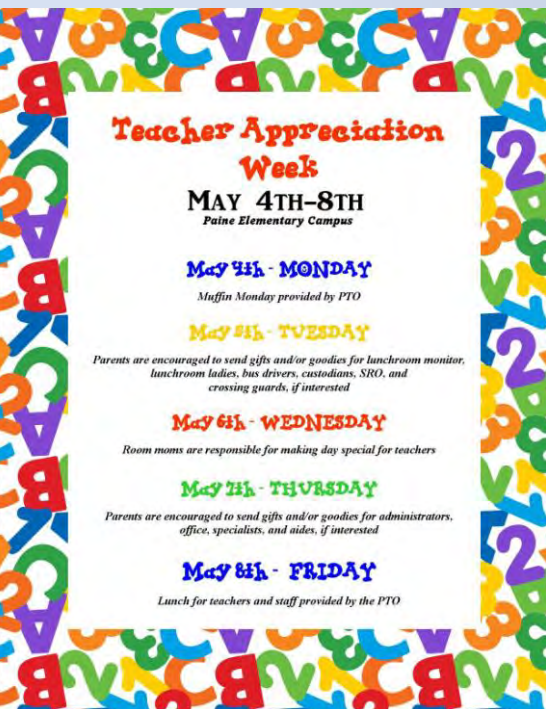




VIP/HERO WEEK



Something Each Day



"Dirty" Soda Bar



Food on a Big Scale



Teacher & Staff Appreciation -- THANK YOU, THANK YOU, FOR ALL YOU DO!



How can we Thank You Our Heros each day?
We want to show how much we appreciate you in a very
special way!

Teachers and Staff Appreciation week is here,
To show we LOVE you and HOLD YOU dear.

Westfield Heros, that is what you are.
A Westfield Hero, is a SUPER STAR!
A Super Star for all to see,
You touch the lives of so many!

Through your kindness and love in all you do,
For our children we love and know you love them too!
Through hours of preparing and learning to help them to
grow,
You inspire them through the example you show.

You inspire their hearts to explore and to dream,
You inspire them to reach and go beyond as you work as
a team.

Westfield is the place to be,
With the greatest and most wonderful Faculty!

This Poem is to say, WE ALL LOVE YOU!
LOVE,

The PTSA
Poem Written by Kristen Ashworth

Curtis



Month by month

Weekly or Monthly Treats or Notes





Back to School Nights sign-ups

- A. FSA room mom
- B. FSA room mom plus 2
- C. Committee of 5-15 people
- D. Just the room moms
- E. Mixture

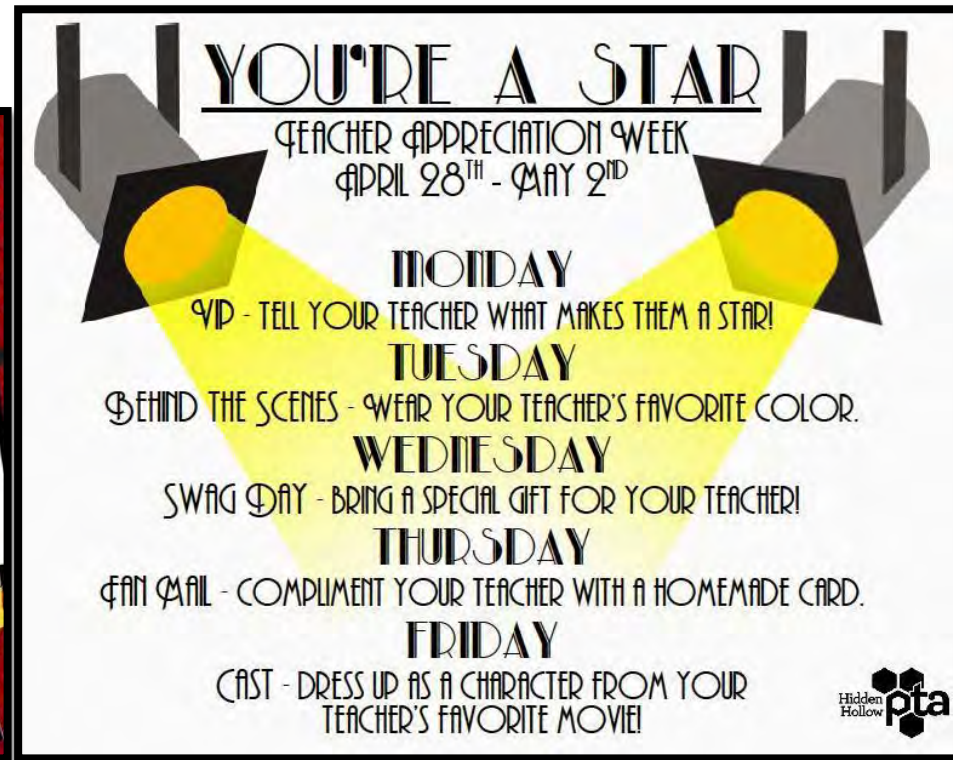
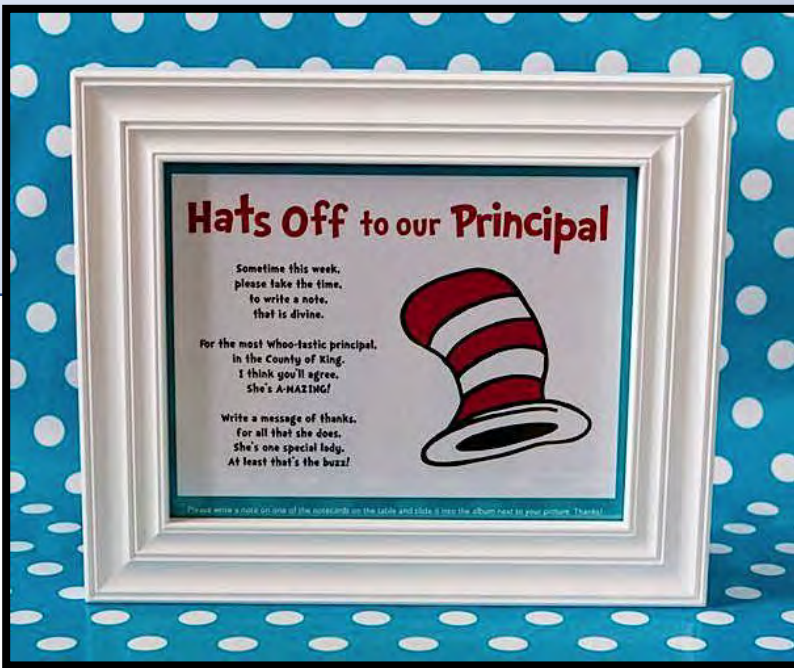
Committee Meeting/ Room mom Meeting

Have everyone on the lookout for donations/discounts for TA/FSA Week Classroom Needs, Wants, and Wish List.



- The Favorite List
- Hand out the Favorite list with the Letter
- Collect and compile the Favorites List to email out in November
- Send out theme letter to you room moms/FSA moms

Have a Theme



THEME LETTER



I am a plan ahead type of person. So, I wanted to let you know WAY in advance when The Faculty and Staff Appreciation week is going to be this year so you can plan ahead. And a few details.

TEACHER and Faculty APPRECIATION WEEK Your School MAY

THEME: Faculty and Staff plant the seeds of knowledge that will grow forever! (You can do ANYTHING YOU WANT! You do not have to stay with the theme!). It's just what we will be doing at the school.

SET UP AND DECORATIONS OF THE DOORS IS ANYTIME ---The week BEFORE!!!
APRIL 25-29 (anytime the school is open... Usually 7-4) And Saturday April 30th. 8-12

THEME LETTER



Each day we will be highlighting the faculty and staff. Just like the last 3 years. It has been great! On THURSDAY of that week, on the room mom day. If you could plan on bringing your teacher lunch that day or have someone in the class bring it. Also, that is the day also to give gifts to the teacher from the class. (Really cute ideas from last year... Each student had a letter and brought an item starting with that letter. Others made it simple... Just bring something off of their favorites list)

Feel free to ask for moms in the classroom to help you! I know the teachers are amazing and at the end of the year it is such a wonderful way and time to thank them!

Thank you so much!



- Make two binders for Favorite Lists- one for the Principal, and one for the Committee
- Send home or email to each room mom and FSA mom the favorite list.



- First of December-email the compiled favorites list o the following people to be sent out ASAP
- Room moms/FSA
- Principal to put in the weekly newsletter



- Send out the letter through the rooms moms/FSA moms asking if anyone has access to discounts, donations, and gift cards for FSA week.



- Help Counter software signup- www.helpcounter.net
- Finalize the menu and activities- who is going to do what
- Send out signups for the parents through email if you don't have Helpcounter



- Send out reminders to the room moms with the dates and coordinating with the teachers and students.
- Double check that every teacher has a room mom that will be decorating the doors.
- Send out examples of what other moms have done in previous FSA weeks.

EXAMPLE LETTERS



Hello Parents,

It's been a wonderful 5th grade year! Teacher Appreciation Week is May 2nd-6th, 2021. We have been asked to decorate Mrs. Colyers door, as well as do something special for her on Thursday. My plan is to assign each child a letter of the alphabet, and then buy something starting with that letter. For example, if your letter is "T" you can purchase "Thank you cards", Target gift cards, T-shirts, Twix bar, Teddy Bear, ect. I know each student has an "assigned number" in class... so whatever your child's number is, that will be their letter. After you've purchased your gift, please send it in with your child in a brown paper bag. I'm going to set out a basket inside the door for them to drop it in. I will do a pick up on Tuesday, Thursday and possibly Friday.

EXAMPLE LETTER



(if necessary) at 9:20am.

I am going to put together a huge basket to give to Mrs. Coylar with each gift in it, including their letter and who it's from. I'm also going to talk w the class tomorrow morning and fill them in on the gift idea, where to drop it, their letter, ect. If you aren't able to participate, it;s not a problem, just let me know.

Thank you for taking the time to read this email!

I hope everyone sort of gets the vision :) If you have any questions, please email ,text, or call me. Please fill free to drop by your gift at my house too. I'm more than happy to give you my address. Thank you to ALL parents who have helped this year in the classroom.



- Send out a letter 2 ½ weeks prior to FSA week that:
- They will have the week before FSA week to decorate the teachers doors.
- Ask them to please have the doors done by Friday to allow me time to have a back-up plan in case the door is missed.
- Have the school mark you up the 1st of April with Faculty and Staff Appreciation week and the dates.
- Two weeks before have the favorites list agenda for the week sent to all the parents. Have the information on the body of the email, not as an attachment.
- One week before Saturday or Sunday have the room mom resend the same email.
- Two weeks before send out the letter to faculty and staff letting them know when and where the events will be. We set up at 6:30 AM each day so that the kitchen staff could also be included. We don't tear down until 4PM so the bus drivers can also be included.



- Note- the school is usually decorated the week before. If there are any final touches, we do those on Monday.
- Include the same letter with all the Favorites In the Monday Msil as an attachment.
- FSA Week
- Monday- continental breakfast
- Tuesday- dessert tray
- Wednesday- loaf of bread with honey butter
- Thursday- cookies, and lunch provided by room mom and or/parents
- Friday- luncheon (it helps to be married to a caterer)
- Gift baskets, Send out thank you emails and ask for any feedback or comments for next year. Hand in all receipts to get reimbursed. Make sure and add any letters, ideas and suggestions to the committee binder for the chair next year.

THANK YOU LETTER



Faculty and staff appreciation week was absolutely amazing. From start to finish. I can't thank you enough for all that you did to make this week special. Everyone felt so loved and appreciated. Thank you so much for all that you did to help with my FAVORITE WEEK OF THE YEAR! Please leave your doors UP. Unless Your teacher asks you to do otherwise. If you have a door this is not teacher specific and wouldn't mind donating your items for us to use for next year that would be fantastic! I will talk to each teacher individually about that- If you don't want to donate your items than you can coordinate with your teacher to take down the door the last day of school.

THANK YOU LETTER



I have a huge favor to ask of you...

I am teaching Wednesday at the PTA convention on teacher appreciation. If you took any pictures of your doors or classroom or teacher that i can include in my presentation i would love to have them if possible. Also, if you have letters that you sent to the parents on what you were doing for the classroom i would love to include some of those too. I would absolutely love your input!

I just have two years left at Westfield elementary with our faculty and staff appreciation weeks. Our theme for the next two years will be (you know I'm the plan ahead type!)....LOL! Just in case you wanted to help for next year or the year after. Next year will be WE ARE WILD ABOUT YOU. Then for the year after that it will be HERO/ VIP WEEK. Everyone has been so incredible! If you have any comments, suggestions or things that we could do differently or better please feel free to email me! Thank you again!

FSA WEEK EXAMPLES



- Elementary School and Middle School and High School:
- Monday- continental breakfast
- Tuesday- dessert tray
- Wednesday- loaf of bread with honey butter
- Thursday- cookies, and lunch provided by room mom and or/parents
- Friday- luncheon (it helps to be married to a caterer)
- Charter Schools:
- Monday- snack table
- Tuesday- continental breakfast
- Friday- Luncheon

A TO Z HOW TO MAKE APPRECIATION WEEK THE BEST!



- A. ASK, ASK, ASK for Help.
- B. Be early! Let people know the themes and the dates etc. In September!
- C. Chose to find the good in every situation
- D. Do your very best and then realize that it good enough
- E. Every FSA... Find Donations, Discounts and gift certificates to give out. START EARLY!
- F. Be Flexible. Let them set up early. Let them do other doors. Let them run their rooms however.
- G. Give all you can!
- H. Be Happy
- I. Include Everyone
- J. Just Do It!!
- K. Kill them with Kindness!
- L. Love the students and the faculty and staff. Let them know how much we care!
- M. Have a great Mind Set!
- N. Find your Niche and expand on that.
- O. Outstanding FSA week make happy Faculty and staff.
- P. Be Positive! And have a Pollyanna outlook on Life! AND PINTEREST!!!
- Q. Quickly implement a plan B,C,D...etc. When needed.
- R. Be ready to go!
- S. Set up a system that can be passed on to the next FSA chair.
- T. TIME management. You can always do more... but sometimes do less is ok too!
- U. UNDER PROMISE OVER DELIVER!
- V. They are all VIP
- W. Whenever possible go the extra mile
- X. Be eXcited. Enthusiasm is contagious
- Y. YOU are amazing for coming today and wanting to learn more and be more involved with PTA!
- Z. Put a Zip in your step--and make next years Faculty and Staff Appreciation the ABSOLUTE BEST!



MAKE FACULTY AND STAFF APPRECIATION WEEK- THE VERY BEST!



What is your favorite
teacher appreciation gift,
activity or theme?

LET'S SHARE

ANY QUESTIONS
ABOUT VOLUNTEERS
OR TEACHERS?





**A volunteer who feels respected and believes he or she
is engaging in meaningful tasks while enhancing his or
her skills-and is appreciated for doing so- is a volunteer
who is experiencing great leadership and who stays
active and engaged in PTA.**

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