The PTA Volunteer Coordinator oversees the activities of the school volunteers and represents them on the PTA executive board.

Review program procedures within the California State PTA Toolkit. Meet with the principal to review school and school district policies and procedures regarding volunteers on campus.

**Assess, Recruit and Prepare**
- Assess the need for volunteers at the school.
- Recruit from all segments of the community.
- Train the volunteer to ensure that school district requirements are met (health standards, liability, etc.). Contact council or district PTA and school district to determine standards.
- Provide opportunities for orientation and training.
- Furnish a handbook or instruction/information sheet.
- Provide volunteers’ identification badges.

**Schedule**
- Maintain a center for volunteer sign-in and recording of hours served.
- Keep an up-to-date listing of active and substitute volunteers.

**Additional Activities**
- Keep a Volunteer Tally Sheet (Forms, Chapter 9) accounting for all volunteer hours, and help the historian prepare all reports required by the California State PTA.
- Publicize volunteer opportunities.
- Promote the value of the school volunteer program with the community.
- Plan a recognition activity for volunteers at the end of the school year.
- Bring motions to executive board/association on behalf of volunteer committee.

**Helpful Information**
Collect names and contact information (addresses, telephone, e-mail) for the following individuals to provide to the volunteers:
- volunteer coordinator
- volunteers
- PTA president
- site administrator
- school secretary
- nurse
- librarian
- custodian
- classroom teachers, including grade levels and room numbers.

**Additional Resources**
- Council and district PTA volunteer coordinator/chairman
- School district administrators for information regarding contract negotiations with employee bargaining units outlining which jobs may be done by volunteers.
- Community and civic organizations
- Active school/community volunteer programs in surrounding communities
- Community programs that involve volunteers
- Adopt-a-school partnership programs
  - National PTA Quick-Reference Guide
  - Parents Empowering Parents Guide
  - Insurance and Loss Prevention Guide (English and Spanish) mailed annually to PTA presidents
  - Bylaws for Local PTA/PTSA Units

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