

PTA VIE VOLUNTEER OF THE YEAR INFORMATION

General Information

Virginia Beach City Public Schools PTA Volunteer of the Year

Suggestions on how to select your school's PTA VIE Volunteer of the Year, the application form, and all-important deadlines are included in the Volunteer of the Year handbook. By following our suggestions and guidelines you will be able to submit your school's PTA VIE Volunteer of the Year for competition for the citywide PTA Volunteer of the Year Award. The Virginia Beach Council chooses an elementary, middle and high school volunteer of the year. One of them is chosen as Citywide Volunteer of the Year. **The Volunteer of the Year Appreciation Reception will be held on Wednesday, April 18, 2007, at Landstown High School,** for each school's volunteer of the year, their guest, and the school's administrator.

PLEASE PLAN AHEAD!

The District PTA VIE Volunteer of the Year Award is a separate process. An elementary and secondary volunteer is selected from all district entries. These awards are administered through the Tidewater District PTA and are announced at the annual District dinner in the spring. The Virginia Beach Council of PTAs Volunteer of the Year will automatically be considered for submittal to the Tidewater District PTA Volunteer of the Year evaluation committee. Please make your nominee's package as complete and timely as possible to afford your PTA VIE Volunteer of the Year the greatest opportunity for recognition.



SUGGESTIONS FOR SELECTING YOUR SCHOOL'S VOLUNTEER OF THE YEAR

Your school's PTA VIE Volunteer of the Year should be a volunteer of many accomplishments. This person should represent your school with pride, should embody the qualities defined in the *Guidelines for School Volunteer's Code of Ethics*, and should promote the Objects of the PTA.

How best to select this volunteer?

PTA Presidents and officers are eligible, if their work goes beyond their official duties.

Nomination forms (pg. 51) should be distributed to administrators, teachers, staff and parents by February 1, 2007. Consider including an abbreviated nomination form in the PTA monthly newsletter. All nominees should be considered. Allow at least a week for forms to be completed and returned to the committee. Schedule the committee meeting for a date after the deadline, preferably the same week.

Reminder: Nomination forms are due to Heather Malaby, Great Neck Middle School, by March 9, 2007.

The committee could consist of the PTA VIE chair, past and/or present PTA President, principal, or designee, and past PTA VIE Volunteer of the Year and a school staff member. Four to six individuals should be adequate.

At the committee meeting, have all nomination forms available to be read by each member. Some local PTA units compile a list of hours for each volunteer and the areas where they have served. Some PTA units narrow the nominees considered by having each committee member choose his/her top five contenders, tallying those results to get the group's top five, and then the final choice. Each member can discuss the nominees at any point in this process, but should stick to relevant information and give all nominees equal consideration.

The PTA VIE Volunteer of the Year may not necessarily have the most hours of recorded service. It should be someone who has **significantly** served the school, during the **current school year**, as a Volunteer in Education. **The appreciation reception, sponsored by Virginia Beach City Public Schools' administration will be held on Wednesday , April 18, 2007 at Landstown High School.** A school administrator, the Volunteer of the Year and **one** guest are invited.

**LOCAL UNIT
VOLUNTEER OF THE YEAR
NOMINATION FORM**

Dear Administrators, Teachers, Staff, Parents,

It is time to select your school's Volunteer of the Year. If you know someone (not necessarily a PTA member) who has made a significant contribution to our school through their volunteer efforts please fill out the information below and return to your school's PTA Box by **February 16, 2007**. Please fold and staple to keep the nomination confidential.

Selections will be made based on the following criteria:

- Significant Contributions (not necessarily the person with the most hours)
- Impact of Service to School
- Adherence to Code of Ethics

**Please keep in mind that neither pairs nor couples will be considered for the district's nor the state's Volunteer of the Year.*

Thank you,

PTA Volunteers In Education Chair

Volunteer: _____

Nominated by: _____

What significant contributions has this volunteer made?

Discuss this volunteer's ability to adhere to the Code of Ethics (dependability, respect for authority, confidentiality, impartiality, objectivity and appearance).

Comments:

CITYWIDE VOLUNTEER OF THE YEAR NOMINATION FORM

_____ PTA would like to nominate our school's Volunteer of the Year for consideration as a Citywide "Volunteer of the Year."

NAME _____

PRONUNCIATION (if not obvious)

ADDRESS _____

HOME PHONE _____ **WORK PHONE** _____

Number of children: _____ None in school:

Number of children in Virginia Beach City Public Schools: _____

School(s) child(ren) attend(s): _____

PTA Member: Yes No

Type of service volunteer provides for the school:

<input type="checkbox"/>	Clinic	<input type="checkbox"/>	Library	<input type="checkbox"/>	Athletic Department
<input type="checkbox"/>	Cafeteria	<input type="checkbox"/>	Office	<input type="checkbox"/>	After-School Activities
<input type="checkbox"/>	Guidance Department	<input type="checkbox"/>	Special Education	<input type="checkbox"/>	Tutoring
<input type="checkbox"/>	Art Department	<input type="checkbox"/>	Materials Reproduction	<input type="checkbox"/>	Drama Department
<input type="checkbox"/>	Music Department	<input type="checkbox"/>	Band/Strings	<input type="checkbox"/>	Assembly Programs
<input type="checkbox"/>	Field Trips	<input type="checkbox"/>	Computers	<input type="checkbox"/>	School Clubs
<input type="checkbox"/>	School Planning Council	<input type="checkbox"/>		<input type="checkbox"/>	

Classroom(s) (If more than one classroom, list classes/grades):

Number of days volunteered per week: _____ Number of hours per day: _____

Number of years volunteered at this school: _____ Other schools: _____

Names of schools where other volunteer hours are given: _____

Does volunteer give elsewhere in the community? Yes No

If so, where? _____

Is volunteer employed? _____ If yes, where? _____

Present positions held in PTA, if any: _____

Past positions held in PTA, if any: _____

Nomination Form
Page 2

The following should be submitted on separate pages. Please include any additional information to aid in the evaluation of this candidate, such as skill or expertise of the service donated, or special services that recognize the "extra steps" the volunteer contributed.

Excerpts from comments received will be used in the script to recognize the volunteer at the reception on **Wednesday, April 18, 2007.**

1. What was the most outstanding accomplishment of this volunteer?
2. How did his/her service positively impact the school?
3. Comments from teacher(s) for whom volunteer works.
4. Comments from principal and/or assistant principal of the school.
5. Comments from PTA VIE coordinator and PTA President.
6. Letters of recommendation should include the writer's position and their relationship to the nominee.
7. Optional: attach additional supporting documentation

Signature of person submitting nomination.

VIE Chairperson (please print)

Title/position

School

Please return original and TWO copies of complete nomination packet (Excluding photo) to: Heather Malaby, Great Neck Middle School.

IMPORTANT: Email a digital photo of your school's Volunteer of the Year to Lisa Langston, Partnership Coordinator, Lisa.Langston@vbschools.com—make sure your volunteer appears in the program!

Tips for Good Photos:

- Make sure your subject's eyes are open and facial expression is pleasant.
- If engaged in activity with students, make sure his or her face is plainly visible.
- Be mindful of the background and make sure that nothing seems to be "growing out of" your volunteer's head!
- Make sure the shot presents the volunteer in his or her best light.