

STEELE
MONTESSORI
ACADEMY





VOLUNTEER ORIENTATION

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ARE YOU READY TO VOLUNTEER?

The following slide will detail what is required for
volunteering at Steele.



REQUIREMENTS AND INFORMATION

- Anyone interested must fill out a background check on Volunteer Tracker (link is on Steele Website)
- Contact Ms. Gabby about volunteering: she is the volunteer coordinator for Steele.
- You must attend a Volunteer Orientation training before you can begin volunteering.
- For updated volunteer opportunities, join the Steele Parent and Family Engagement Remind Class @lannga
- Volunteers can be anyone who is cleared; a parent, guardian, grandparent, aunt/uncle or family friend.
- Volunteers are only allowed in the classroom during special events (holiday parties, presentations, etc.)

Volunteer Tracker

The screenshot shows the login interface for the San Antonio ISD TX - Volunteer Tracker. At the top left, there is a logo of a green leaf and the text "San Antonio ISD TX - Volunteer Tracker". Below this, there are two input fields: "Email address:" and "Password:". To the right of these fields, there are two buttons: a green "New Registration" button and a blue "Forgot Password" button. Below the input fields is a blue "Sign in" button. At the bottom right, there is the "app-garden" logo. At the bottom center, there is a link "Need Help?". At the very bottom, there is a note: "This application works best in Chrome, Safari or Firefox!".

- Prior to volunteering, an interested individual must register through SAISD's Volunteer Tracker system (this includes district employees).
- Not only does this system run a background check for the school district, but it as well helps your campus F.A.C.E track volunteer hours (which are reported in a quarterly report).
- Please use this link to register:
<https://appgarden6.appgarden.com/VolTrackTX015907.nsf/Volunteers.xsp>



TYPES OF VOLUNTEERING

- **On-Campus:** This is when volunteers come in and work on different projects in the Family Engagement Room.
- **At-Home:** Volunteers can take the project with them and work on them after school hours and return them the next day.
- **Chaperones:** Volunteers who are needed to assist with supervision during a field trip or school event
- **Events:** Throughout the school year, we host a variety of family events(Fall Movie Night, Fiesta at Steele, etc). These volunteers assist with preperation planning, set-up, and clean-up.



What to expect when you volunteer

On-Campus

Hours to volunteer are 8:00 am - 3:00 pm. When you arrive on campus you will sign in at the office. You may see Ms. Gabby for work orders. All projects are to be completed in the family engagement room, unless otherwise instructed.

At-Home

If you sign-up to be a At-Home volunteer, you will be informed the day of and will be sent a kit with all the materials needed to complete a project. In turn you will return the completed project the following day.

What to expect when you volunteer continued....

Events

During events volunteers may be asked to supervise a station (Fiesta at Steele, Field Day, etc.), help with set-up before, assist during, and/or help with clean up after.

Chaperones

Cleared volunteers will be asked to help with the students during an on-campus event or at a field trip. This will be a supervision role and there is a possibility that you will not be grouped with your child.



THANKS FOR YOUR TIME!

If you have further questions or concerns, please contact our Family and
Community Engagement Specialist, Ms. Gabby.

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