

Academy Prep Center of Tampa Volunteer Handbook



2010-2011



Thank you for considering the important role and support you can offer Academy Prep as a volunteer. We are very excited about our volunteer effort and hope you will find a rewarding experience at our school.

MISSION

Academy Prep is a private, fifth through eighth grade middle school educational program designed specifically to give children of low-income families an equal educational opportunity and the greatest chance for success. Academy Prep educates students with the promise to complete high school, college and ultimately become productive members of the community.

The school operates up to 11 hours a day, 6 days a week, 11 months a year to provide a college preparatory education and a full range of enrichment activities. Academy Prep Centers serve up to 15 boys and 15 girls in grades 5 through 8 – up to 120 students on campus per year.

VOLUNTEERS ARE CRUCIAL AT ACADEMY PREP

As with many schools, volunteers are crucial to the productive operation of our school. We depend on your expertise to add to our curriculum and our family of caring adults working with our young people. Research shows that the more adults in a young person's life the more success that youth will experience as an adult.

Our volunteers function as adjunct staff and ensure that important roles, responsibilities and tasks are completed every day. Last year we received over **10,000** hours of volunteer time from our students' families and community volunteers.

With a school staff team playing multiple roles, volunteers become essential in providing structure, guidance, learning, and support to our young people. Our youth expect and look forward to being involved with family members, high school students, and community members as a part of their Academy Prep experience.

THE PROCESS TO BECOMING AN ACADEMY PREP VOLUNTEER

- Fill out an application for our records and a background check.
- Attend an orientation session to become familiar with the volunteer process.
- Set up a schedule with or call the Community Relations Coordinator before coming to volunteer. We encourage your participation on a regular basis to ensure a fulfilling experience!
- We will be checking in with you on a regular basis to make sure everything is going well. Please feel free to share any praise, concerns or problems about the program or students – we love hearing your feedback!

VOLUNTEER OPPORTUNITIES

Study Hall Help us keep the students focused during the last hour of their extended day! Study Hall takes place from 5:00 p.m. to 6:00 p.m., Monday through Thursday.

Tutoring takes place weekly to provide academic and personal growth support.

Saturday Field Trips Be a chaperone! Academy Prep children participate in community service and educational activities almost every Saturday.

Special Events The Fall and Spring Picnics, Winter and Spring Performances, PODS Golf Tournament, Science Fair are just some of the Special Events you can help us manage.

Teacher's Assistant

Academic Classes: We offer English, Math, Science, Spanish, P.E., Art, Drama, History, and Music.

Extra-curricular Activities: During our after school time slot, from 3:40 p.m. to 5:00 p.m., we offer Dance, Chess, Step, Karate, Crafts, Intramurals, and Character Education.

Library Support Help staff our library and technology lab.

Community Collaborations

Work with us to design curriculum or activities for students to address learning needs, sponsor and support an ongoing curriculum such as our art studio, library or science lab, or provide a scholarship for an Academy Prep student.

DO'S & DON'TS

- **DO** engage with the students; helping them with their work and participating with them in their activities. You are here for support, do not hesitate from jumping right in!
- **DO NOT** give money to the students under any circumstance, whether it is to reward them or because they ask.
- **DO** encourage them with positive feedback and encouragement.
- **DO NOT** engage in confidential, personal conversations with the students. You are here as a “professional friend.” You are not their personal counselor.
- **DO NOT** keep sensitive information to yourself. If you feel you have learned something that may affect either the student’s, family’s, or staff’s safety or well-being, please report to either the Volunteer Coordinator, Head of School, or School Manager.
- **DO** keep confidence. If you do happen to hear something from a staff or family member, please respect the families and the school by keeping that information to yourself.
- **DO NOT** use your cell phone while on campus
- **DO** call in if you cannot make your scheduled time.

DRESS CODE

Academy Prep Center of Tampa understands you will be coming from classes before arriving on our campus. Keep in mind we are a middle school and consider ourselves like any other business, professional.

- **No shirts with writing; Polo Shirt or Blouse suggested**
- **Jeans are allowed; no holes or cut offs**
- **No short shorts or tank tops**

**I have read the entire volunteer manual and participated in a volunteer orientation.
I understand the policies as explained to me and I agree to abide by them.**

Signature _____

Date _____

KEEPING TRACK OF YOUR TIME

Upon your first time volunteering at Academy Prep you will be entered into our database. Please make sure you sign in and out when you volunteer so we can keep an accurate account of your hours. You should also keep track of your hours. This helps with our publicity, grant writing and sharing good news with our donors.

School Closing: Academy Prep Center of Tampa is NOT listed when schools are closed for weather or emergencies. We are closed when Hillsborough County Schools are closed. Please find out by listening to the radio or TV stations for weather, holidays, breaks and teacher days.

CONTACT INFORMATION

Our office number is 813.248.5600 and our fax number is 813.248.5602.

Development Team Members work closely with each other to facilitate volunteers at Academy Prep. Please speak with the Volunteer Coordinators about various opportunities, scheduling and any concerns you may have.

- **Sharon Joller** is the Community Relations Coordinator and can assist with scheduling questions and should be your primary contact. You may reach her at extension 1131 or email her at, sjoller@academyprep.org.
- **Chris Humboldt** is the school's Development/Volunteer Administrator. She may be reached at extension 1138 or by email at, chumboldt@academyprep.org
- **Betsy Draper** is the Director of Development on campus. Please call her at extension 1130 or email her at, bdraper@academyprep.org

Lincoln Tamayo is the Head of School and he will also be available to talk with you. He can be reached at extension 1101 and his email address is ltamayo@academyprep.org.

Please feel free to give us feedback. Your input helps us meet the students' needs as well as yours.

Thank you for your support and interest in Academy Prep. We truly value the time, effort, and dedication given by our volunteers!