Welcome

Thanks for your interest in volunteering at Carrie Martin! The first step in volunteering is to register with the district from the VITAL link on the left. When you register, select Carrie Martin as a school preference and indicate if there are special events you’re interested in or skills you’d like to share. I’ll send emails to the registered members when volunteers are needed for a special event. If you’re interested in volunteering in your child’s classroom, please contact the teacher directly.

Volunteer Coordinator (parent volunteer, not a staff member)
Ann Pakenham
volunteerCMES@gmail.com

Logging Hours

It helps both the school and district to know how many hours are being volunteered. Please take the time to log your hours and be sure to indicate whether it’s for the main school or Early Childhood. Using the kiosk at the front desk is the easiest way to log hours, but it can also be done from home if your volunteering is not at the school. It’s fine to group hours, i.e. “September hours = 12”.

Options for logging volunteer hours:

1. Swipe your name badge when starting and stopping at the kiosk in the lobby. Remember to hit “start” when first logging in.
2. Log hours from a previous day at the kiosk by swiping your card and instead of hitting “start” select “main menu”. From the main menu there’s an option to “Log Hours” where you select a date and enter total hours worked. You cannot enter start and stop times, but that’s okay.
3. Log hours from a home computer by logging into VITAL Online at http://tsd.ezcommunicator.net/edu/thompson/loginform.aspx?app=0

Select the “Volunteer” tab, then the “My Opportunities” tab. Scroll down and select either “Carrie Martin” or “Carrie Martin Early Childhood”. Enter the date, a description (optional) and the total number of hours worked, then “Log My Hours”. You do not need to be exact with your entries. For example, you can enter something like “9/30/13 September hours 5” and combine all of your volunteer hours that weren’t entered via kiosk on one entry.

Best Practices

On the VITAL website there’s a link for a Volunteer Handbook which provides a lot of useful information on how to be a good volunteer. Some highlights to remember are:

- Be warm and friendly.
- Encourage children to do their own thinking.
- Be consistent with the teacher’s rules.