

**Volunteer Orientation Meeting (Virtual and In-Person)**  
**Battlefield Primary School**  
**Monday August 21, 2023**  
**Meeting Minutes**

Invitation, Welcome, and Check In:

Invitations were sent out to the parents/guardians that had signed up to volunteer for Battlefield Primary. When parents arrived they signed in on the clipboard at the door. The volunteer portion of the meeting started at 6:30pm in the BPS Resource Room. Amber Barnes the PIC welcomed the volunteers. Those that could not attend the in person meeting were sent a slide show of the presentation.

Objectives and Agenda

The purpose of the Volunteer Orientation meeting is to introduce parents to the Battlefield Primary volunteer procedures and rules. Every volunteer who wishes to work with students at BPS must complete the training and sign the documents stating that they attended the meeting, understand the rules and that they will comply.

Distribution and Presentation of Information

Volunteer documents were handed out to each person at the meeting. Parents attending the virtual meeting were given access to all the documents in the slide show and they were presented in the slides. The documents handed out were the agenda, copyright fliers, title 1 budget information, and mandated reporter handouts, the school and district policies. All participants had already filled out and turned in volunteer interest form which they were able to detail what and when they could volunteer. Each of the handouts were explained on how they apply to the volunteer role. Angel McPeters, the BPS Guidance counselor covered the portion of the meeting that explained mandated reporters. The floor was turned back over to Amber Barnes who talked about Volunteer opportunities in the school including room parents, helping in the media center, helping with PTO activities and events. We also discussed what other things parents could help with during school hours. Parents were asked to fill out a volunteer form if they are interested in helping. Parents were given the office hours of the Parent Coordinator and the contact information if they had questions or wanted to volunteer. Angel McPeters spoke about the mentorship program. Each volunteer was given the Volunteer Statement of Confidentiality and Code to read and sign.

Evaluation, Results, and Feedback

Volunteers at the orientation meeting all returned signed copies of the Volunteer Statement of Confidentiality and Code. They were asked to provide feedback on the Volunteer Orientation meeting by completing a survey. All results submitted by parents were positive, they all agreed or strongly agreed that the meeting was helpful and informative. Volunteers that participated in the virtual slide show also had access to the same feedback form and ability to virtually sign the volunteer documents,

Closing and Title 1 Handouts

Access to all Title 1 handouts were provided in the slide show for parents and they were informed that they could also get those handouts at any time by requesting them from the PIC Amber Barnes or by visiting the Resource Room at Battlefield Primary where those handouts are always available.

