



Education Foundation
Clarksville–Montgomery County

CMC Education Foundation Volunteer Handbook

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Foundation Motto

“Bringing the vision of student success to a reality”

Foundation Mission Statement

The Clarksville-Montgomery County Education Foundation exists to support the improvement of public education by providing the Clarksville-Montgomery County School System with additional funding for the support of programs and initiatives that contribute to student achievement.

Volunteer Program Mission Statement

The Volunteer program plays an important and integral role in the operation of the Foundation by assisting staff in outreach and services responding to the needs of the Foundation and its targeted population and by celebrating the achievements of CMCSS students and those that teach them.

Education Foundation History

Founded in 1986 as a 501(C) 3 not for profit organization, The Foundation is a well-established organization created to secure and distribute contributions from individuals, corporations, and others in the community interested in supporting students and teachers beyond what tax dollars will provide. We have a volunteer board of directors and work in conjunction with the school system to better align our goals to have a successful school system focused on our students.

The Foundation is not designed to support district needs that tax dollars would normally support (buildings, teaching positions, etc.), but to supplement and enhance meaningful programs and initiatives that contribute to student achievement that may not otherwise be funded. We consider our work to be the icing on the cake!

The Foundation has seven focused programs that are carried out each year in the areas of: student scholarships, teacher and school grants for innovation, STEM Education Support (Science, Technology, Engineering and Math), Academic Awards Recognition Program and Public Education Advocacy & Collaboration. We continuously work with the local school system to evaluate programs and determine the areas where support is needed.

The Foundation facilities now include the office in the Clarksville-Montgomery County School System, Central Office building, located at 621 Gracey Ave, Clarksville, TN 37040 and the CMC Teacher Warehouse in the CMCSS Central Services building located at 1312 Hwy 48, Clarksville, TN, 37040.

Core Values

The Education Foundation is committed to five values that directly drive what we do and how we do it.

Student Achievement – We are committed to student achievement. We are education-centered, future-focused, and dedicated to assisting the school system with providing the opportunity for all students to graduate and be college and career ready.

Leadership – We are passionate about the work made possible through our mission. We work to provide innovative resources to teachers and students. Along with our Board members, local businesses, Friends of the Foundation and donors, we are leaders acting as the bridge between the community and schools, and education and the future.

Integrity – We conduct all business in an ethical and professional manner, being the best community partner possible to CMCSS. Decisions are driven by our mission and guided by best practices and data to support the best outcomes for the Foundation and the stakeholders we serve. Strong community relationships and partnerships are essential to fulfill our mission. We collaborate in all of our endeavors and seek innovation and teamwork.

Spirit of Community – We encourage all opportunities for community involvement. Our volunteers value public education and willingly give of their time to help meet the goals of both the Foundation and CMCSS.

Stewardship – As stewards of our investors and community resources, we are accountable in action and attitude for the assets we are entrusted with. We earn the goodwill of the community by making decisions that are responsible and sustainable based on financial and spending policies

Foundation Programs

Academic Awards Recognition

From its inception, the purpose of this program has always been to honor students in the highest manner for academic excellence, much the same way students are honored for other extracurricular achievements in the district. To receive this award, a student must maintain a 93 grade average with no grade lower than 85 in any one subject. Students who are first and second-year award winners are honored at school assemblies in May. Third-year recipients are recognized at a Foundation-sponsored banquet with their parents and guardians. This event has been fully sponsored by the community for 26 years.

Great Idea Teacher Grants

Each year, the Education Foundation awards teachers throughout the district with teacher grants for submitted grant proposals. Over the past 12 years, these grants have provided support for schools such as: new technology for classroom instruction, STEM classroom expansion, expanded online classroom libraries, after school program support, at-risk intervention program support, robotics club technology, special needs equipment for the classroom and more.

Teacher of the Year

The Education Foundation, in partnership with CMCSS, honors 38 teachers for their hard work and dedication to the students they impact each year. These teachers are selected by their fellow faculty members to represent CMCSS at the state level. They go above and beyond in enriching the lives of their students to ensure their success. This is our way of saying “thank you” for the big impact teachers make each day.

Foundation Scholarships

Each year, the Education Foundation honors students for their dedication to community service, academic and/or technical education excellence. Scholarships are awarded on a competitive basis.

Career Academy Partnership

Through the Partners in Education program, the CMC Education Foundation is committed to assisting each CMCSS Career Academy with its needs by securing meaningful community partnerships to help meet the demand of real world experiences for students in specific career fields. Premier Medical Group was the first business to support one of the Career Academies at CMCSS, the Health Science Academy at Northwest High School, by providing critical technology support to students.

County-Wide Robotics Competition

The CMC Education Foundation sponsors the annual CMCSS County-Wide Robotics Competition in which teams from CMCSS middle schools compete for an exciting day of sharing robotics skills and presenting projects linked to the FIRST LEGO League (FLL)

challenge. These opportunities help students with awareness of their abilities to solve real world problems and develop 21st Century skills. Each team is part of the national organization, First Level Robotics League, which competes at different levels throughout the year.

Leadership CMCSS Program

This program is designed to build better community understanding of school system challenges and successes and to enhance public school system advocates. The goal of Leadership CMCSS is to improve citizen knowledge of local education system practices, decision-making processes, planning and the overall model in preparing students for the 21st Century. Each year, community members are encouraged to apply for membership. Classes of up to 25 members are accepted.

Pass & Go

This program has been proven successful by the increased number of students who take and pass AP courses and exams. In partnership with the Wyatt Johnson Automotive Group, Premier Medical and Clarksville-Montgomery County Schools, the Foundation has supported this program by securing additional prize sponsorships for students who scored a 3, 4, or 5 on their advanced placement exams. In addition to the car give away, students had the opportunity to win one of the laptops and iPods donated by Premier Medical as well as BP gas cards from Beach Oil and hundreds of Dominos' pizzas and pizza gift cards.

City Saver District-Wide Fundraiser

The CMC Education Foundation partners annually with City Saver Education Funding Campaign to help local schools raise funds by having all CMCSS elementary and middle school students sell the Clarksville City Saver coupon book with a free mobile app. For every book or card sold, 50 percent of the profit goes back to the individual school and 10 percent to the CMC Education Foundation.

Vision to Reality Gala

This is the Foundation's signature event to raise funds in support of programs that are student and teacher focused. Presenters and table sponsors fill their tables with guests and are treated to a fun evening with both a live and silent auction. Sponsors for the event are recognized in the media and have reserved tables and signage at the event.

CMC Teacher Warehouse

This facility provides teachers with needed classroom items, thereby reducing their yearly out of pocket expenses and improving student learning. Items and funds are donated by the community and local businesses. The store is operated by volunteers and is available by appointment to teachers multiple times throughout the school year.

What We Ask of You as a Volunteer

Volunteers are critical to the success of our programs and central to the mission of the CMC Education Foundation. Because of generous volunteers donating their time and talents, we are able to reach our goal of helping students be prepared for school and success. We have many opportunities for volunteers to get involved.

Volunteer hours will vary depending on the individual needs of each CMC Education Foundation program.

All volunteers are encouraged to attend one volunteer training prior to serving with any of the CMC Education Foundation programs.

All volunteers will be expected to adhere to the Core Values as listed on page 6 of the Training Handbook for Volunteer Leaders.

Students can volunteer for any academic or organizational community service requirements. Volunteer groups from schools, community organizations and businesses are welcome.

How do I sign up?

Visit the CMC Education Foundation website (cmceducationfoudation.com), contact the Foundation office at 931-920-7955, or email Executive Director, Abby Binkley at abby.binkley@cmcss.net.

Volunteer opportunities are listed online at:
<http://volunteerclarksville.volunteerhub.com>.

Foundation Volunteer Opportunities

| Program | Time of Year | Age Requirement | Type |
|--|----------------------------------|---|--|
| Academic Awards Recognition Program | March | 16 years and older | Tasks include: sign-in, servers, event set-up/take down |
| County-Wide Robotics Competition | April | 18 years and older | Tasks include: logistics, sign-in, set up/take down |
| Vision to Reality Gala | November | 16 years and older | Tasks include: decorating, set up/take down, servers, swatters, silent auction workers |
| Stuff the Bus/ Unstuff the Bus | August | No age requirement, minors under middle school age must have guardian supervision | Tasks include: sorting, passing out fliers, collecting, organizing |
| CMC Education Foundation General Office Support | Year Round | 18 years and older | Tasks include: filing, running errands, organizing, answering the phone, making copies, event prep, etc. |
| CMC Teacher Warehouse | January - April, July - November | High school age and up, minors of or under middle school age must have guardian supervision | Tasks and descriptions listed on page 15 of Volunteer Handbook |

Policies & Procedures

No person previously arrested on charges related to minors may act as a volunteer for the CMC Education Foundation or any of its related programs.

Volunteers may not be left without supervision in the presence of CMCSS students.

All volunteers must complete the Volunteer Sign-In Sheet and Liability Release form prior to each shift. Cell phones and other electronic devices should be on silent mode during volunteer shifts.

Volunteers must alert the Foundation to any planned absence or emergency situation that will prevent the completion of a previously scheduled shift as soon as possible. Teacher Warehouse volunteers can contact the facility directly at (931) 920-7928. All other volunteers can contact the Foundation office at 931-920-7955 or email Executive Director Abby Binkley at abby.binkley@cmcoss.net.

Volunteers should dress appropriately for their specific duties. Clothes cannot be torn, grayed, dirty, or reveal slogans, logos, or any area of the body considered inappropriate by Foundation staff. Closed toe shoes are recommended for physical volunteer work.

The possession, use or sale of alcohol, drugs or other illegal substances is prohibited. Smoking is allowed only in designated areas.

Children ages 12 and under must be supervised by a parent or guardian.

Volunteers must maintain a courteous, friendly and cooperative attitude.

No offensive or derogatory language or inappropriate physical contact with teachers, students, community members, staff or other volunteers is permitted.

Any volunteer found to be in violation of these Policies and Procedures or the Core Values of the Foundation, as listed on page 6 of the Training Handbook for Volunteer Leaders will be asked not to return.

Ethical Standards for Volunteers

The following list of standards for Foundation volunteers is to serve as a guideline for ethical volunteer behavior:

The volunteer...

- understands and supports the mission, structure and policies and procedures of the Foundation and of the volunteer program.
- offers the use of his/her special skills or experience.
- Conducts himself/herself in accordance with the standards of conduct and ethics of the Foundation.
- completes any orientation, training course or on-the-job training that is required.
- endeavors to be flexible in accepting assignments, performs assigned responsibilities willingly, courteously and to the best of his/her ability, and accepts the guidance of his/her program supervisors.
- complies with the scheduling and dress requirements of the Foundation.
- obeys all safety rules of the Foundation.
- respects the confidentiality of any sensitive of proprietary information.
- provides timely notification to the Foundation of absences or termination.
- serves as a goodwill ambassador in the community on behalf of the Foundation.

Adapted from the American Association of Museum Volunteers "Standards for Museum Volunteers" and the Frist Center for the Visual Arts "Ethical Standards for Volunteers"

Additional Policies

Non-Discrimination Policy

The CMC Education Foundation encourages individuals to participate in the volunteer program regardless of race, color, religion, gender, sexual orientation, national origin, age or disability.

Sexual Harassment Policy

It is the policy of the CMC Education Foundation that you and your work environment shall be free from all forms of sexual harassment. Unwanted verbal and physical conduct of a sexual nature by an employee, supervisor, manager, volunteer or vendor, including sexual advances, requests for sexual favors, or other such conduct, is illegal and strictly prohibited. If you are involved in or if you observe an incident of sexual harassment, please notify your immediate supervisor or the Foundation Director immediately.

Personal Safety and Security

It is the CMC Education Foundation's intention to safeguard its volunteers while on duty, as well as to protect Foundation property. Therefore, report to your supervisor or the Foundation Director any concern you may have regarding personal safety or property security.

Reporting Accidents

If you observe or are involved in an accident, please notify your supervisor or the Foundation Director immediately.

Solicitation Policy

You may not solicit others or distribute literature for any cause on Foundation property.



Teacher Warehouse Mission Statement

To serve the educational supply needs of Clarksville-Montgomery County School System educators by providing a unique means for the community to transfer donated, value purchased and created products from businesses and individuals free to teachers for use in their classrooms and schools.

Teacher Warehouse Vision Statement

To provide every teacher and student in the Clarksville-Montgomery County School System the opportunity to have the quantity and quality of supplies needed to be successful in school while leveraging educators' funds for their personal use.

CMC Teacher Warehouse Volunteer Tasks:

Volunteer sign-in (1 needed): Sign in volunteers as they arrive and enter into Google Docs

Greeter (1 needed): Welcome teachers as they arrive, explain the shopping process

*Only needed if adequate number of volunteers are present

Check-in (2 needed): Sign teachers in upon arrival, give them Warehouse Checklist, ask them to fill out the top and write in their beginning points total

Check-out (4 needed): Help teachers complete their shopping orders by tallying up total points and place items in a bag, make sure the back of the check-out sheet is signed

Data entry (2 needed): Enter completed shopper check-out sheets into Google Docs

*Follow instruction sheet

Stockers/Floaters (2 needed): Check that shelves are full of supplies before store opens, keep shelves stocked during open store hours...this includes bundling items if needed, answer questions from teachers as they shop, help teachers locate items in the store and in the storage area if none are on the shelf

Bundlers (4 needed): Sort, clip, bundle items to prepare them for back room and in-store storage

New Donations Sorting/Inventory (3 needed): Count, sort and stock donations as they arrive, ensure supply items are organized and wiped down, break down/recycle/dump boxes, ensure back room shelves are tidy and organized

CMC Teacher Warehouse Store Policies and Guidelines

The purpose of the store policies and guidelines for the CMC Teacher Warehouse is to explain how the store, operated by volunteers, uses inventory control measures and scheduling of volunteers to equip the facility for optimal shopping visits.

- Teacher Warehouse visits are by appointment only.
- Shoppers must be full-time licensed CMCSS teachers to shop at the store (Educational assistants or substitute teachers are not included to shop).
- Teachers are granted 2 visits per semester (4 for the year).
- Teachers new to CMCSS receive one additional visit based on their hiring date.
- Visits do not roll over and must be used within the semester allocated.
- Teachers may receive an additional shopping day for volunteering with the Teacher Warehouse for a minimum of 2 hours (1 additional day per semester maximum, no matter how many hours volunteered).
- Teachers who bring their own shopping bags will receive 2 additional points per visit.
- Staff may announce special occasion visits (such as Teacher Appreciation activities, Book Fairs, etc.) which do not count toward regular shopping visits.
- Coupons for the Teacher Warehouse may not be doubled in one visit. One coupon per shopping trip.
- No children are allowed in the store on shopping dates for safety reasons.
- The Teacher Warehouse will cancel store visits when a CMCSS snow day is announced. This includes Saturday visits if school is cancelled the Friday before.
- Appointments should be cancelled prior to the appointment time via logging in to your Appointment Quest account and a notification should be emailed to katie.williams@cmcss.net.
- Two missed appointments without notice will result in loss of store visits for the semester.

We appreciate your cooperation with the policies of the CMC Teacher Warehouse. For questions, email the Foundation office or call 931-920-7928. For appointments, visit: www.cmceducationfoundation.com.

Policy Concerning Teacher Warehouse Proxy Shoppers:

A proxy shopper is someone designated by a licensed CMCSS educator to shop for items at the Teacher Warehouse on his or her behalf. A proxy may be another CMCSS employee, a Parent Ambassador, or parent volunteer from the school of the teacher.

- Proxy shoppers are allowed to shop for up to 10 teachers per store visit with teacher appointments.
- Teachers using a proxy must make their own appointments based on proxy availability.
- If shopping for a group of teachers, the proxy should specify a time frame during which appointments need to be scheduled. To ensure equal shopping time for all, teachers using the same proxy shopper should sign up for back to back appointments during the proxy's preferred time frame. Example: if a proxy would like to begin shopping for three teachers at 9 a.m., one teacher should sign up for the 9 a.m. time slot, one for the 9:30 a.m. slot, and one for the 10 a.m. slot.
- After appointments are made, the teacher(s) should complete and sign the back of a shopper checkout sheet found on the CMC Education Foundation website. The proxy shopper must bring the completed sheet(s) to the appointment to select items.
- Once the appointment is set and the sheet is completed, the teacher should to notify katie.williams@cmcss.net that a proxy will come to the appointment.
- The proxy shopper should come to the Teacher Warehouse to shop for the items on the teacher's list at the scheduled appointment time.
- Each teacher will have 30 points per shopping trip and two shopping trips per semester.
- Store openings are as follows, unless otherwise noted: the first and fourth Tuesdays of each month from 2:30 p.m. - 5:30 p.m. and the first and fourth Saturdays of each month from 9:00 a.m. - 12:30p.m. with a 30 minute appointment intervals for each shopper. Fall: July- October, Spring: January-March

*Please note that shopping for up to 10 teachers may take up to one to two hours depending on volunteer support in the store. Additional volunteers may accompany the proxy to decrease wait time. We appreciate your cooperation with the policies of the CMC Teacher Warehouse. For questions, email the Foundation office or call 931-920-7928. For appointments, visit: www.cmceducationfoundation.com.

Frequently Asked Questions

1. What do volunteers do with the CMC Education Foundation?

Volunteers support the CMC Education Foundation in a variety of roles by providing assistance to both our staff and the community in diverse ways. Volunteer opportunities change from time to time, depending on the needs of each Foundation program. To see some of our current offerings, visit <http://volunteerclarksville.volunteerhub.com>.

2. What are the benefits of becoming an active volunteer?

The Foundation has a volunteer recognition program in place to provide appreciation for the time volunteers spend serving the Foundation. Additionally, each volunteer will receive meals and snacks provided by the Foundation during certain volunteer opportunities including Stuff the Bus and Unstuff the Bus.

3. How old do you have to be to volunteer?

See specific age requirements for Foundation programs on the “Volunteer Opportunities” page of this Training Handbook for Volunteer Leaders.

4. Are group volunteer opportunities available?

Yes, group volunteer opportunities are currently available with the CMC Teacher Warehouse. Volunteer groups with 10 or more members should contact Foundation Assistant Katie Williams at katie.williams@cmcss.net to coordinate service opportunities.

5. Are there any special requirements?

Volunteers serving with the CMC Teacher Warehouse should be able to complete physical activities including sitting, standing and lifting up to 20 pounds.

6. How do I apply to become a volunteer?

People interested in volunteering at the CMC Education Foundation may apply at <http://volunteerclarksville.volunteerhub.com>. Volunteers selected for our program will be contacted prior to the next training session.

7. What is the volunteer commitment?

Volunteers will commit on a sign-up basis according to their individual availabilities.

8. How do I receive training?

Volunteer trainings are offered a few times each year based on the needs of the CMC Education Foundation. Training is generally conducted in one day; however, some volunteer positions may require additional training.

9. How long are the volunteer shifts?

Volunteer shifts vary. See program descriptions on the “Volunteer Opportunities” page of this Training Handbook for Volunteer Leaders. Shift times for specific volunteer opportunities are also listed at <http://volunteerclarksville.volunteerhub.com>.

10. How do I find out more?

For additional information, visit the CMC Education Foundation website (cmceducationfoundation.com), contact the Foundation office at 931-920-7955, or email Executive Director Abby Binkley at abby.binkley@cmcss.net.