

Parent Volunteer Calendar

(Hot Sheet)

CF/P-9 Revised 1/02

(optional)

Involvement from parents and the community are basic principles of the Head Start Program. Volunteers may participate in many ways, such as: classroom volunteers, community speakers, center volunteers carrying out support tasks, such as organizing a lending library, or making things at home (e.g., soft dolls, flannel board story), or as part of Center Committee/Policy Committee leadership.

The national Head Start goal for classroom parent volunteers is at least one parent per day per classroom with many parents serving as volunteers.

***Note:** All parents who work directly with children must have a TB clearance.*

The Volunteer Calendar is used to help coordinate volunteer time for the center.

1. Calendar is complete monthly for each classroom/Teacher.
2. The Teacher should take the calendar to the Parent Committee Meetings and post it for advance volunteer sign-up. The Volunteer Calendar can be placed with a monthly calendar for visual help for volunteers.
3. The parent needs to sign his/her name and indicate the hours he/she plans to volunteer.
4. The Teacher should give a verbal or written reminder to the parent the day before the scheduled volunteer time.
5. If the volunteer does not participate as scheduled, cross out his/her name and insert name of the volunteer who was actually present that day. Follow-up should be done with parents that do not participate as scheduled.
6. All calendars should be maintained in one file or binder at the center.