



Volunteer Orientation

2026

Welcome Volunteers!!

We are very fortunate to have a collective of parents, teachers and community members that understand the importance of volunteer involvement in a child's education. By sharing your time and talents, our students and teachers are provided additional support, which is directly linked to the overall health of our students and a more positive school-community relationship. We are so grateful for your time and interest in volunteering at Terra Linda!

Whether you are a new volunteer or a returning volunteer, we hope this presentation provides some helpful tips, guidelines and reminders.

We will have many opportunities to volunteer this year and hope to make your time at Terra Linda easy, fun and rewarding!

Much appreciated,

Lauren Hopkins
Volunteer Coordinator

Agenda

- How to Get Started
- Opportunities
- Signing In & ID
- Housekeeping
- Confidentiality
- School Map
- Questions



How to Get Started



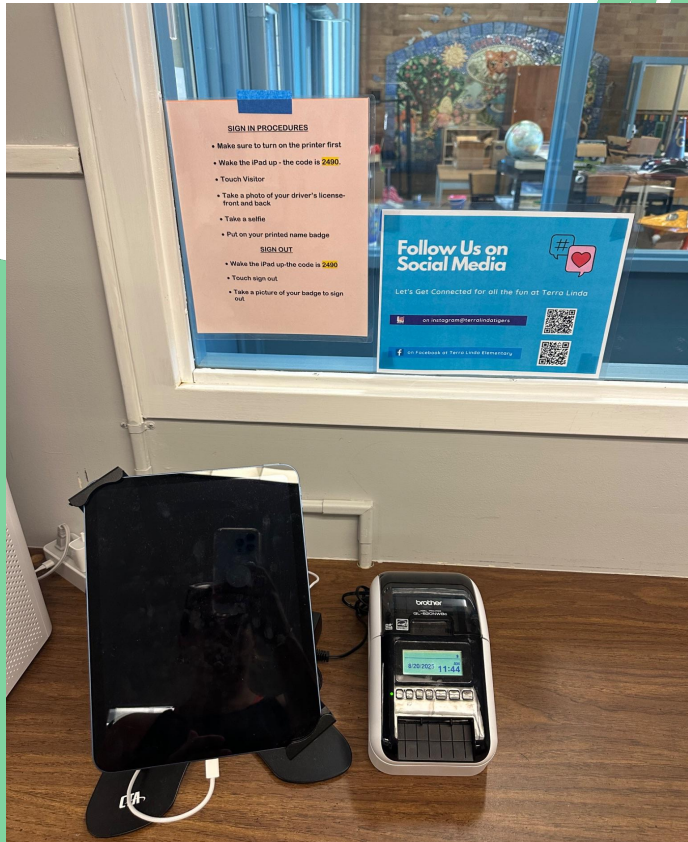
- All Volunteers must be registered & approved through BSD's volunteer and background checking system, Raptor. Scan QR code to start approval process.
- Parents are encouraged to complete the approval process as soon as possible!
- Download the ParentSquare App to find Volunteer Opportunities.
- Approvals, with background check, must be renewed every 2 years.
- If volunteers arrive and they are not approved through Raptor, they will not be allowed to volunteer/chaperone. Unfortunately, we cannot make any exceptions.

Opportunities



- There are many different volunteer opportunities within the school! We are sure to have something that will appeal to you, either on a regular basis, a one-off event, chaperoning a field trip, completing tasks from home on your own schedule or fulfilling a volunteer time slot at an evening school event.
- Download the ParentSquare App &/or go to www.parentsquare.com.
- To sign up for a volunteer activity in the app, login to your account, tap the “...” (more) button in the bottom right-hand corner, select Sign-Ups & RSVPs.
- If you complete work at home (planning, attending meetings, party prep, etc.), please keep track of this time and add it to your Raptor account. Our volunteer hours are tabulated in the system and reported to the district office. This is very important for our school rating.

Signing In



- For each Volunteer shift, please arrive 5 mins prior and sign-in on the iPad in the Main Office. All volunteers are required to sign-in with their ID or through their Raptor Safe App.
- A sticker badge will be printed, which should be worn & visible at all times during your volunteer shift.
- When your volunteer shift is complete, your badge will be used to sign-out on the iPad in the Main Office.
- Please enter and exit through the Main Office doors.

Raptor Safe App



- The Raptor Safe app offers a convenient and secure way for visitors to manage and verify their identity before arriving at a school. With the Raptor Passport feature, visitors can pre-verify their identity, allowing for a seamless sign-in process when they arrive at the school.
- When visiting, volunteers can use their secure QR code generated by the app to expedite the check-in process. QR codes automatically regenerate every 5 minutes to ensure security and prevent misuse.
- To download the app, please visit <https://raptortech.com/raptorsafe-app/> or scan the QR code.

Housekeeping



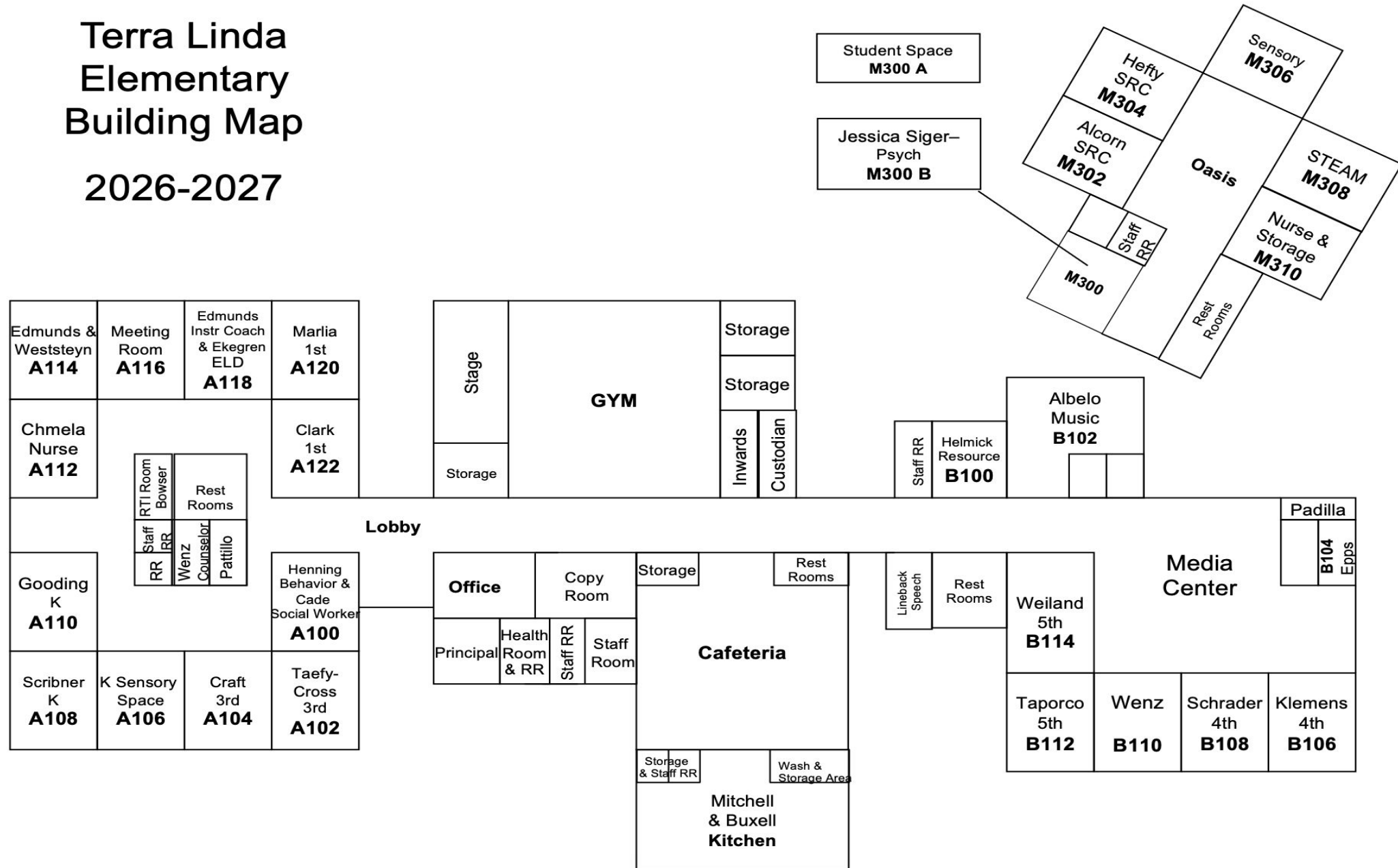
- Please silence cell phones while at school to avoid distractions for students & staff
- Cars should be parked in the front of the building only. The North end lot is reserved for staff.
- ADULT restrooms are located near the office area, in the modular building and in the hall of the primary wing. Please do not use child restrooms.
- Although the job is volunteer, please maintain an attitude of respect and follow all school rules.
- Unfortunately, no younger children are allowed during volunteer shifts.
- If you are making copies for teachers, please ask Maria for a tutorial if you haven't used the copy machine before!
- For access into PTC closet or key card for exterior doors, please ask Maria or Julie.

Safety & Confidentiality

- The safety of students is paramount. Volunteers shall operate under the direction of a staff member and shall be within sight or sound of a staff member while working with students. This applies to parents as well as non-parent volunteers. Volunteers must never be asked to supervise or manage a classroom.
- Volunteers ***must*** protect the teachers' and students' right to privacy. You may not disclose school information or personal matters that you may have overheard.
- Student problems or concerns should only be discussed with the student's teacher, the staff member with whom you are working or the principal.



Terra Linda Elementary Building Map 2026-2027



Questions?

If you have any questions, comments, concerns, please reach out to Lauren Hopkins at volunteers@terralindaptc.org

If you are unable to volunteer on your scheduled day, please try to arrange for a substitute. If you have an emergency, please call or email the Volunteer Coordinator, event Chair or Classroom Representative to help notify the appropriate person.

We look forward to volunteering along side you and making this a great year for our students and staff at Terra Linda!

