



## What is an iMOM?

Head Start moms wanted their own group, so we found iMOM! This is a program where each individual classroom decides what their group of iMOMs will do each year. Some things that moms have done are:

- Planning a day to eat breakfast or lunch with their child at school
- Planning a craft day in the classroom
- Helping RIF free book distributions by being guest readers

What do you want your classroom moms to do this year? Talk with your teacher to share your ideas!

iMOMs can also join a free email newsletter at [www.imom.com](http://www.imom.com) This website is for iMOMs everywhere and also has great information, articles, a chat, and a blog.

## Other ways to donate

### In-Kind...

#### How can I help out?

- Donate items for use in your child's classroom, such as pencils, glue, paper, etc.
- Donate food items for the meals served at Parent Committee Meetings (ask your teacher how you can help with Parent Night meals).
- Donate craft items for use in your child's classroom, such as fabric, yarn, stickers, etc.
- Help your classroom teacher find donations from businesses for things your classroom needs (a letter of introduction is required to do this).
- Take care of another parent's children so they can spend time in the classroom— then you can switch so you can spend time in the classroom too.
- Ask your child's teacher or another staff member what needs to be done— your talents are valuable!



# Head Start Volunteer Opportunities



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## Why We Need Volunteers...

Our Head Start program operates on a Federal Grant that is written each year. This grant requires that we match 20% of the total amount with donated goods & services. This match is called “In-Kind”.

The Pre-K education (valued at over \$7,000.00) your child receives here is provided to you at no cost— all we ask is that you volunteer your time to help us meet this grant requirement so Head Start can be offered to the community again next year.

If every parent volunteers just 4 hours each month, we will meet our In-Kind match requirement. This is how you can “Pay It Forward” so another child can have the opportunity your child is receiving this year.

## There are many ways to volunteer...

You can...

- Spend 4 hours 1 time each month
- Spend 1 hour 4 times each month
- Spend 30 minutes 2 times each week
- Spend 15 minutes 4 times each week



What counts?

- Time in your child’s classroom
- Substituting in a classroom (unpaid)
- Attending Parent Committee Meetings
- Attending Policy Council & other committee meetings
- Doing work at home for teachers, such as cutting or coloring — even making phone calls for the teacher
- Completing your child’s Dental & Physical exams
- Helping with projects around the program
- Helping teachers plan classroom activities & events
- Keeping appointments for home visits

## Health Advisory Committee



Twice each year, parents and community members meet together for the Health Advisory committee. Health related needs, concerns, and suggestions are discussed at these meetings.

Policies related to health and nutrition are formed using the input from this committee. All parents are encouraged to participate, and these meetings also count toward our In-Kind grant match.

## SuperDads...



Who are the SuperDads?

Super Dads is for ALL dads, step-dads, grandpas, uncles, or other male-role-models in the life of a Head Start child. These awesome men...

- Plan activities for men and their children
- Take their children to all Head Start activities that are possible for them
- Encourage other men to be actively involved with their own children
- Plan service projects that show the community it is important for them to give back to the community that they live in

**SuperDads needs YOU to join them!**

## The RIF Committee...

Our program writes a grant for the Reading Is Fundamental program each year—this provides free books for children to select and take home 3 times during the year.



We are required to have a committee of Parents who choose the theme of the book distributions and the titles of the books that children will choose from. This committee meets 3 times each year to do this. It is a fun committee to belong to, and you also get free information on reading to your child and selecting books for your child. Attending committee meetings counts as In-Kind.

Each classroom elects one RIF Representative in October so all classrooms are represented at meetings. Even parents who aren't elected can attend meetings!

## Family Services

### Advisory Committee



Also known as the ERSEA (Eligibility, Recruitment, Selection, Enrollment & Attendance) Committee, this group is made up of parents and community members who are interested in giving input regarding the needs and challenges our community is currently facing. This information is used to develop Selection Criteria that helps to determine the children who are most in need of our Head Start services.

This committee meets together once each year. This also counts toward our In-Kind grant match.

## Before you volunteer in the classroom...

We make every effort to insure your child is safe while in our care. One way we do this is to require that every person who volunteers in the classroom (including field trips) must complete a Volunteer Affidavit.



### What is the Volunteer Affidavit?

- The Head Start Volunteer Standards of Conduct
- A Confidentiality Agreement
- A signature stating you are aware we require mandatory sexual predator checks, and we conduct spot background checks on volunteers

### How do I document my volunteer time?

We also require that all volunteer time is documented. This allows us to count your time toward our In-Kind match.

We collect this information by...

- The use of volunteer time sheets in the classroom
- The use of sign-in sheets for Parent Committee Meetings
- The use of sign-in sheets for Field Trips
- The use of sign-in sheets for other committee meetings
- The use of Non-Classroom InKind sheets & FRED/EMILY sheets



### Volunteer ID Badges

All staff members and volunteers are required to wear ID badges that identify them. Yellow volunteer ID badges are available in every classroom. If you cannot find one, please ask your classroom teacher for one. Volunteers who have completed the Volunteer/Substitute training will be issued a photo ID badge identifying them as a trained volunteer.

## The Parent Committee...



Every parent is a member of the Parent Committee as soon as their child is enrolled in our program. This committee is designed to give you the opportunity to share your ideas with staff members and to allow you the chance to tell us what you want to see happening in your child's classroom.

Every month parents/guardians are encouraged to attend Parent Committee Meetings or other Program Activities designed to give you a special time to spend with your child, to give you new parenting information to add to your 'parent toolbox'. These meetings and activities are an important part of being an involved parent. By making sure it is important to attend them with your child, you are taking a positive step in helping your child to learn that you value his/her education.

Each classroom elects a Classroom Chairperson and one or more Assistant or Co-Chairpersons at the October meeting. These persons help plan the fun things that you will enjoy with your child, they help plan the meals your family will enjoy at many of these meetings, and they represent all parents in the classroom.



## The Center Committee...

All Classroom Chairpersons and Assistant or Co-Chairs attend 3 Center Committee meetings each year. This is an opportunity for classroom ideas to be used in planning program activities, as well as an opportunity for classroom concerns to be passed along to the Policy Council for discussion. It is very important that every classroom be represented at these meetings so your voice is heard.

## The Policy Council...



Federal Performance Standards require that every Head Start program forms a Policy Council as early in the year as possible. This is a committee made up of classroom parents and community members. This is very important, because this group of individuals makes important decisions for our Head Start program.

### What does the Policy Council do?

- Approves Policies & Procedures
- Approves hiring (and firing) of staff members
- Approves the annual Head Start Grant
- Approves the program Budget
- Discusses program issues and determines if action is needed

### Do parents receive training?

Absolutely! Every classroom Policy Council representative and alternate representative receives:

- A Policy Council binder (also called a notebook)
- Orientation training after elections are held in October
- Monthly on-going training

### More...

- Each 2—3 hour monthly meeting counts as In-Kind toward our grant match
- A light meal is served at monthly meetings
- Childcare is provided on-site for meetings
- A transportation reimbursement for mileage is offered
- Participation on the Policy Council can be added to job resumes