

TRTA: TEAMWORK IS KEY

THROUGH THE COMMUNITY VOLUNTEER SERVICE COMMITTEE

RESOURCE GUIDE 2017-2018



All forms in this guide are available online www.trta.org.



VOLUNTEER, VOLUNTEER!!

Volunteerism is the principle of donating time and energy for the profit of other people in the community as a social responsibility rather than for any financial reward

Motto: "If it is to be, it is up to me."

Communication link

State CVS Chair

State CVS Committee

District CVS Chairs

Local CVS Chairs

Communication between the links must be maintained if the committee is to be successful

PURPOSE:

- To lead TRTA members in providing needed services to their communities
- To provide opportunities for retired school personnel to continue their involvement in the community
- To encourage services of TRTA members on community board, councils, and other local groups that make policies and furnish services for all people in the community

NUMBERS COUNT...IT PAYS!!

- In public relations with taxpayers
- With Legislators when the value of education retirees' volunteerism is considered during legislative negotiations

DUTIES OF

STATE CVS COMMITTEE

- Stay in regular contact with assigned district CVS chairs
- Disseminate information from the state chair to be communicated to the district chairs
- Collect District Annual Report forms, and report to the State CVS chair
- Collect photos for use at state convention and for CVS Facebook page

DISTRICT CVS CHAIRS

- Communicate regularly with local unit CVS chairs
- Disseminate information received from the CVS State Committee
- Gather ideas for volunteer opportunities and share with local chairs
- Encourage local chairs to contact every non-reporting local member before filing annual report
- Compile volunteer hours from each local unit and submit a report to the CVS State Committee cluster leader by March 1
- Send digital photos received from local chairs by March 1 to CVS Committee Chair

LOCAL CVS CHAIRS

- Encourage members to record volunteer hours regularly
- Celebrate volunteerism at every local meeting and publicize in local media
- Disseminate pertinent information from District CVS Chair to local members
- Request, compile, and report volunteer hours, using Local Unit Annual Report form and send to district CVS chair by February 15
- Send digital photos of volunteerism to State CVS Chair

VOLUNTEERING GUIDELINES

- Volunteer hours may be counted for any service provided without pay with a maximum of 12 hours/day.
- Hours spent doing volunteer work are recorded door to door and include prep time.
- Record volunteer hours regularly. A date book or calendar is useful.
- Take pictures of volunteers in action and send to district CVS chair or to state CVS committee chair for inclusion at state convention and on state CVS Facebook page.

WHERE TO VOLUNTEER

- *Schools and Libraries*
i.e. aide in classroom, tutoring, assisting in SAT, ACT, or GED prep courses, voter registration, serve as a judge for spelling bees, etc. after school programs and athletic events
- *Hospitals and Nursing Homes*
i.e. information desk, gift shop, library, personal contact with patients and visitors, waiting rooms, delivering flowers, mail, write letters, call seniors to check on well-being, personal care, visiting nursing home patients
- *Small Businesses and Business Offices*
i.e. assist or provide bookkeeping for small business, help fill out Medicare forms, insurance claim forms, or federal income tax forms for the sick, handicapped, or elderly
- *Friends and Neighbors*
i.e. mow lawns, clean houses, take to appointments, sit with elderly for temporary relief of caregiver, check on TRTA members and friends, check on latch key children for working parents

- *Senior Citizen Centers and Other Community Services*
i.e. carry trays, set tables, act as greeter, deliver Meals on Wheels, visit shut-ins, work on history of community, help with restoration of parks, old buildings, participate in community-wide cleanup take children to a museum, act as docent, answer phones, volunteer in Boys and Girls Clubs, Goodwill, Salvation Army, battered women's shelters, homeless shelters, serve on local boards for which you are not paid, assist with food banks, contact the local Chamber of Commerce and inquire about other volunteer opportunities
- *Raising Money for Worthy Causes*
i.e. organize and implement raffles and sales, assist with craft sales, provide homemade crafts and baked goods, train others in a craft, encourage donations to the TRTA Foundation
- *Church*
i.e. sing in the choir, cook and serve church meals, visit ill, homebound members, teach Sunday School or Bible class and/or VBS, sponsor youth groups, serve as an officer or committee member, organize and participate in a church ministry including mission projects

**ALWAYS SHARE VOLUNTEER OPPORTUNITIES
AND IDEAS WITH OTHER MEMBERS**

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Community Volunteer Service Committee

Motto

"If it is to be, it is up to me."

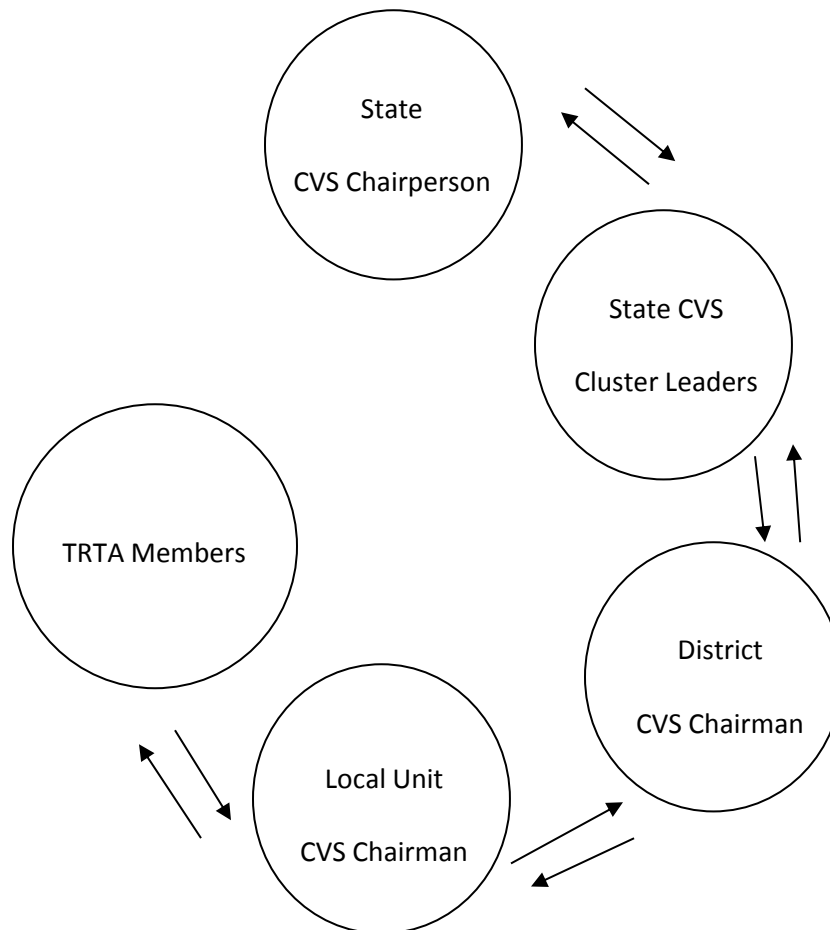
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Purpose

- To lead TRTA members in providing needed services to their communities
- To provide opportunities for retired school personnel to continue their involvement in the community
- To encourage services of TRTA members on community boards, councils, and other local groups that make policies and furnish services for all people in the community

Communication Link

Communication between the TRTA Community Volunteer Service Committee Chairman, TRTA Community Volunteer Service Committee Members, District and Local Community Volunteer Service Chairmen must be maintained if the committee is to be successful.



COMMUNICATION LINK

STATE COMMITTEE CHAIRMAN:

- Assimilate and gather community service materials, monthly ideas and tidbits, and reminders to send to the State CVS Committee members to disseminate to their assigned district CVS chairpersons.
- Collect the 20 District Annual Report forms from State CVS Committee members and log the volunteer hours for the annual TRTA CVS State Report.
- Send the completed TRTA CVS State Report to the TRTA office by March 7 due date.
- Announce the state report of volunteer hours and estimated value, if available, at the state convention.

STATE COMMITTEE MEMBERS:

- Communicate regularly with the district CVS chairpersons and disseminate information from the State CVS Committee chairman requesting that information be disseminated to Local Unit CVS chairpersons.
- Collect District Annual Report forms, make a copy for your records, and mail the originals to the State CVS Committee chairman.
- Collect photos for use at the state convention and for the State CVS Facebook page.

DISTRICT COMMITTEE CHAIRPERSONS:

- Communicate on a regular basis with local unit CVS chairpersons and disseminate information received from the TRTA CVS State Committee.
- Gather ideas for volunteer opportunities and share with local unit CVS chairpersons.
- Encourage local unit chairpersons to contact by email or phone every non-reporting local member before filing District CVS Volunteer Hours report.
- Compile volunteer hours from each local units and submit a report to the TRTA CVS State Committee cluster leader by March 1. Email any photos received from the local chairperson by March 1 to the State CVS Committee Chairman.

LOCAL COMMITTEE CHAIRMEN:

- Encourage members to record volunteer hours daily. The TRTA CVS State Committee has determined that as many as 12 hours may be counted per day.
- Gather information of local interest to retired school personnel and communicate tidbits with your members at each meeting; celebrate volunteerism at meetings.
- Receive information from the TRTA CVS State Committee via the district CVS chairperson and disseminate to your members, when relevant.
- Request, compile, and report volunteer hours after contacting all local unit members. Use the Local Unit Annual Report form and mail or email to your designated district CVS chairperson by February 15.
- Collect 3-5 photos (digital preferred) of volunteer activities to send with the report form by February 15, or email or message photos to the State CVS Committee Chairman.
- In cooperation with the local PR Chair, publicize your volunteer program with articles and photos to a local newspaper and your local newsletter. Send through the Communication Link to post on the TRTA website and TRTA CVS Facebook page.

CVS State, District, & Local Committee Chairmen Suggested Duties

Policy: The TRTA Community Volunteer Service Committee shall promote the identification of community needs and develop programs of community volunteer services. The committee shall receive records of hours of volunteer service from district chairmen. The committee shall collaborate with other standing and special committees as appropriate to further the mission of TRTA.

Suggested Activities

The TRTA State Community Volunteer Service Committee Chairman:

1. Send volunteer requests received by TRTA to the appropriate district community volunteer service committee chairmen to be distributed to their local unit community volunteer service committee chairmen;
2. Assimilate and gather community service material of interest to members and send it to the district community volunteer service committee chairmen;
3. Work with committee members to develop a plan of action;
4. Serve as presenter to train district and local unit counterparts at the TRTA Convention; and
5. Write the annual cumulative report of community volunteer hours reported by members.

The TRTA District Community Volunteer Service Committee Chairmen:

1. Disseminate information from the state community volunteer service committee to the local unit community volunteer service chairmen;
2. Send community volunteer service opportunities to the local unit community volunteer service chairmen;
3. Encourage local unit community volunteer service chairmen to identify their local community needs and to communicate these needs to their local unit members;
4. Compile community volunteer service hours from each local unit and submit the district report to your designated state community volunteer service committee representative by due date;
5. Serve as presenter of community volunteer service training session at the district spring leadership training conference; and
6. Attend the community volunteer service leadership training session at the TRTA Convention.

The TRTA Local Unit Community Volunteer Service Committee Chairmen:

1. Disseminate information from the state and district community volunteer service committee chairmen;
2. Identify local community's need for volunteers and communicate these opportunities to members;
3. Recognize volunteer work of significant interest to the membership at each meeting;
4. Coordinate with the public relations chairman in publicizing volunteer activities;
5. Keep accurate records of community volunteer hours;
6. Compile and report volunteer hours and number of participants to the district chairman; and
7. Attend the community volunteer service training session at the district spring leadership training conference and if possible attend the community volunteer service training session at the TRTA Convention.

Guidelines for Reporting Volunteer Hours

1. Volunteer hours may be counted for any service provided without pay. (Maximum 12 hrs./day)
2. Hours spent doing volunteer work should be recorded portal to portal. (Count the hours from the time you leave home until you return. Also count the time spent at home in preparation for doing volunteer work, such as preparation for a speech or teaching a class, baking food, etc.)
3. Opportunities exist in individual communities of which we are not aware. Do research in your own communities to see what volunteer opportunities are available. Make a habit of recording activities on a regular basis. A date book is ideal for keeping track of volunteer hours. (Any volunteer hours may also show indications of mileage for income tax deductions.)

Suggestions for Volunteer Opportunities

Schools and Libraries

1. Volunteer as a classroom aide; assist with shelving, filing, book fairs; assist with reviewing curriculum
2. Tutor children, volunteer as an aide at private schools; teach homebound students; teach and assist students who are preparing for SAT, ACT, or GED; teach Adult Education
3. Assist with voter education for newly naturalized citizens
4. Show videos/pictures of trips for learning and enjoyment; tell/read stories for story hour; sing; play instruments
5. Serve as a judge for spelling bees, debates, speech and other UIL contests, science fairs, etc.
6. Assist with after-school programs and athletic events such as tournaments and track meets
7. Call your local entities and inquire about volunteer opportunities; share with your TRTA unit

Hospitals and Nursing Homes

1. Volunteer to operate the Information Desk; assist Social Services, work in gift shop, medical library, pharmacy, laboratory, physical therapy; comfort and assist grieving families
2. Assist patients and visitors; assist in waiting rooms or deliver mail, flowers, plants, etc.
3. Fill water pitchers, write letters and help with cards for special occasions; push wheelchairs
4. Send small gifts and baked goods; plan and help with birthday and ice cream parties; entertain by singing, playing instruments, and dancing; play card and board games or dominoes; provide assistance with phone calls; call seniors to check on well-being; visit shut-ins
5. Assist with personal care such as hair and nails; read aloud; visit with nursing home patients
6. Make calls for those unable to call; organize telephone aid group; telephone for an organization
7. Call your local entities and inquire about volunteer opportunities; share with your TRTA unit

Small Businesses and Business Offices

1. Assist or provide bookkeeping for small business
2. Help fill out Medicare forms, insurance claim forms, or state/federal income tax forms for the sick, handicapped, and elderly
3. Work in business office of schools, hospitals, libraries, churches, and nursing homes

Friends and Neighbors

1. Mow lawns, clean houses, replace such things as burned out light bulbs and A/C filters
2. Offer to pick up groceries
3. Drive friends to appointments, doctors, banks, etc.
4. Sit with ill or elderly at home to temporarily relieve family caretaker
5. Check on TRTA members and friends; visit and show concern; provide service to newly home-bound or those in rest homes; organize groups to make daily contact with elderly, ill, or those living alone

6. Take an elderly person's pet(s) to the vet
7. When needed, keep neighbors' children
8. Check on latch key children for working parents

Senior Citizen Centers and Other Community Services

1. Carry trays, fill glasses, set tables, act as greeter; deliver Meals on Wheels; visit shut-ins
2. Help to identify community needs and ways to serve; work on history of a community; help organize games, trips, etc.; help restore parks, old buildings and homes, especially those with historical backgrounds
3. Provide assistance and education to professionals in the field of aging, volunteers who work with older persons, and the general public on issues, programs, and laws affecting the elderly
4. Organize a care group to help children with their aging parents; organize care groups for the grieving and widowed
5. Take clubs and school children through a museum; act as a docent; help in acquisition of items for museum; make speeches on the community value of a museum and how citizens benefit
6. Clean fire hall equipment; assist with ambulance, EMT, and paramedic requests; answer phones
7. Volunteer to assist firemen with fire prevention education; learn and assist with first aid and CPR
8. Volunteer at Boys and Girls Clubs, Goodwill, Shelters for Battered Spouses and Children, homeless shelters, and YMCA/YWCA
9. Serve on any boards for which you are not paid
10. Serve as a speaker for worthy causes, community events, and civic organizations
11. Organize and implement bingo games, card games, or other activities for service organizations
12. Assist with food banks and provide for the needs of the homeless
13. Contact your local Chamber of Commerce and inquire about other volunteer opportunities
14. Assist with Texas Parks & Wildlife classes for students (designated on-site visits or in the schools)

Raising Money for Worthy Causes

1. Organize and implement giveaways of quilts, televisions and other electronics, antiques, etc.
2. Begin/assist with Christmas craft sales; provide homemade crafts; train others in a craft; operate a Country Store to benefit a worthy cause
3. Plan a book review; organize and assist with "No Bake" sales
4. Encourage donations to the TRTA Foundation

Church

1. Sing in the choir or participate in a bell choir
2. Cook for church meals
3. Visit ill, homebound, and grieving members
4. Teach Sunday School, Vacation Bible School, or other Bible studies
5. Work with a youth group
6. Serve as an officer or committee member
7. Organize and participate in some ministry of the church, including mission projects

NUMBERS COUNT

80,000+	TRTA MEMBERSHIP.....approximate number of TRTA members in one of the strongest retired educator advocacy organizations in the nation. Increasing membership numbers enhances retired educators' influence.
20	TRTA DISTRICTS.....with dedicated members serve as information conduits from state to local organizations
257	LOCAL UNITS.....form the "Grassroots" membership of individual retirees
\$8.8 Billion	Teacher Retirement System of Texas Annuitants' pensions add to the Texas economy yearly
6,058,769	Reported Volunteer Hours donated by TRTA members to their communities in 2015
\$152,135,690	Approximate monetary value of volunteer hours of TRTA members in 2015

Numbers Do Count...in public relations with taxpayers!

Numbers Do Count.....with Legislators when the value of education retirees' volunteerism is considered during legislative negotiations!

**IT PAYS TO RECORD AND REPORT VOLUNTEER HOURS!
There is Value in Volunteering!**

TRTA Community Volunteer Service Committee



Individual Hours of Community Volunteer Service

**Submit by FEBRUARY 1 to Local Unit Community
Volunteer Service Committee Chairman**

HOURS TO BE REPORTED FOR TIME PERIOD JANUARY 1 THROUGH DECEMBER 31
Maximum of 12 hours per day

Remember:

1. Volunteer hours may be counted for any service that is provided without pay to an individual or group.
2. Record hours spent in volunteer work from the time you leave home until the time you return. Also count the time you spend preparing to do the volunteer work, i.e., preparing a speech or baking cookies.
3. Combine all volunteer hours regardless of type of service performed.
4. Make a habit of recording the activities on a regular basis. A calendar is ideal for keeping track.

Name _____

Phone _____

Local Unit _____ District _____

MONTH	TOTAL HOURS	MONTH	TOTAL HOURS
JANUARY		JULY	
FEBRUARY		AUGUST	
MARCH		SEPTEMBER	
APRIL		OCTOBER	
MAY		NOVEMBER	
JUNE		DECEMBER	

TOTAL: _____

TRTA Community Volunteer Service Committee



Local Unit Annual Report Form

District Community Volunteer Service Committee Chairman _____

District _____ Phone _____ Address _____

**Submit by FEBRUARY 15 to District Community
Volunteer Service Committee Chairman**

HOURS TO BE REPORTED FOR TIME PERIOD JANUARY 1 THROUGH DECEMBER 31

File a copy of this report to your Local Unit President.

Complete Name of Local Unit _____

Total Number of Members _____

Total Number of Members Participating _____

Local Unit Member Submitting the Most Hours _____

Number of Hours _____

Report Submitted by _____

Title

**TOTAL NUMBER OF COMMUNITY VOLUNTEER SERVICE HOURS
FOR LOCAL UNIT**

TRTA Community Volunteer Service Committee



District Annual Report Form

District Community Volunteer Service Committee Chairman _____

District _____ Phone _____ Address _____

**Submit by MARCH 1 to State TRTA
Community Volunteer Service Committee Representative**

HOURS TO BE REPORTED FOR TIME PERIOD JANUARY 1 THROUGH DECEMBER 31

List each Local Unit in your District.

LOCAL UNIT	TOTAL HOURS	LOCAL UNIT	TOTAL HOURS

TOTAL NUMBER OF LOCAL UNITS PARTICIPATING IN DISTRICT: _____

GRAND TOTAL OF CVS HOURS FOR DISTRICT: _____