



TEXAS RETIRED TEACHERS ASSOCIATION

TRTA: The Voice For All Public Education Retirees

COMMUNITY VOLUNTEER SERVICE COMMITTEE

RESOURCE GUIDE

2019-2020



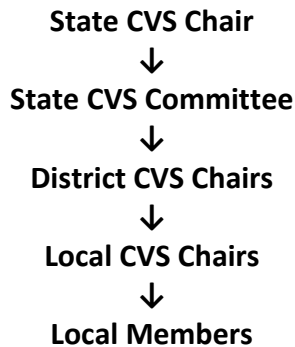
NEW All forms in this guide are available online www.trta.org/cvs

COMMUNITY VOLUNTEER SERVICES

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



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

PURPOSES:

- 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
- Use the CVS Hours Report link (trta.org/cvsreport) to monitor that all Cluster Districts have reported and review the total hours reported.
- 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
- Use the CVS Hours Report link (trta.org/cvsreport) to monitor that all Local Units in the District have reported and review the total hours reported.
- 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
- Use the CVS Hours Submit link (trta.org/cvsform) to submit total Local Unit CVS hours by March 1. **SUBMIT LOCAL UNIT HOURS ONE TIME ONLY.**
- Send digital photos of volunteerism to State CVS Chair

ALWAYS SHARE VOLUNTEER OPPORTUNITIES AND IDEAS WITH OTHER MEMBERS

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, Libraries, Museums, and Any Non-Profits***
- ***Hospitals and Nursing Homes***
- ***Small Businesses and Business Offices***
- ***Friends, Neighbors, and Family***
- ***Senior Citizen Centers and Other Community Services***
- ***Raising Money for Worthy Causes***
- ***Church***

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Community Volunteer Service (CVS) Committee

Motto

“If it is to be, it is up to me.”

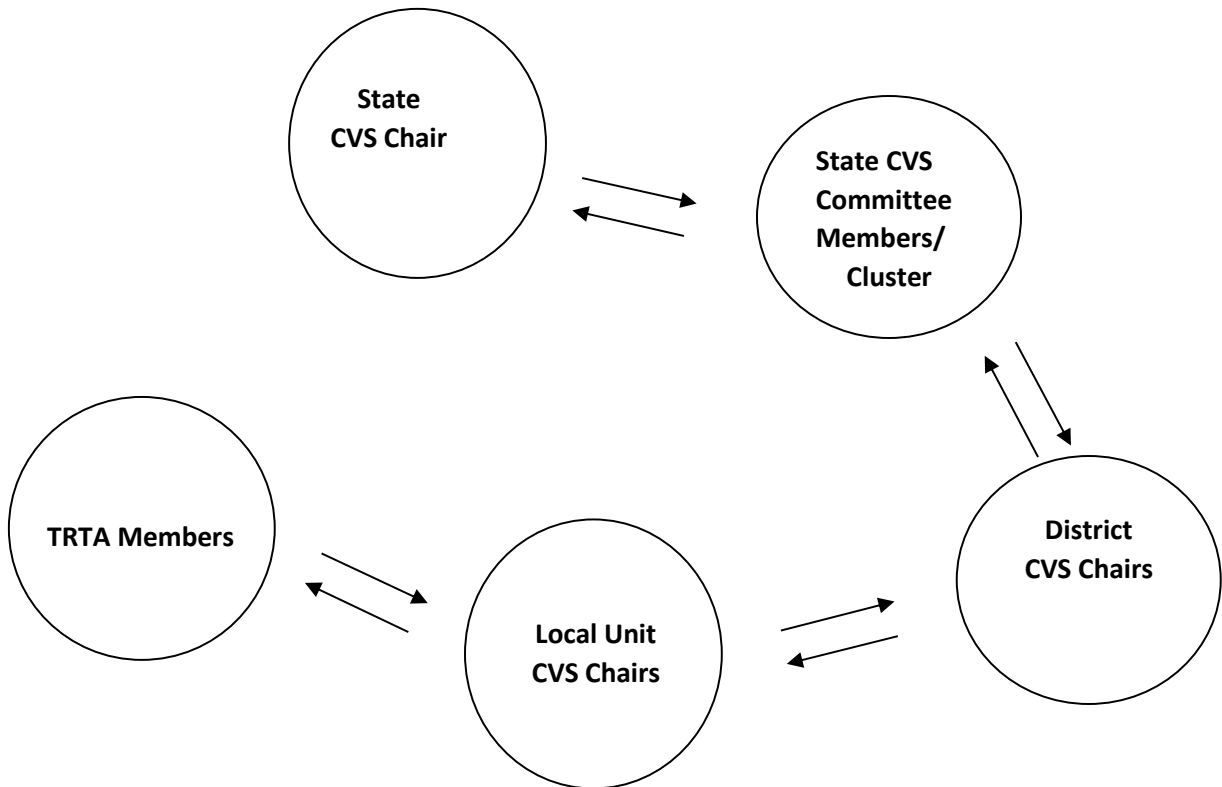
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Purposes

- 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 CVS Committee Chair, TRTA CVS Committee Members, District and Local CVS Chairs must be maintained if the committee is to be successful.



COMMUNICATION LINK

STATE COMMITTEE CHAIR:

- 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 chairs.
- Use the CVS Hours Report link (trta.org/cvsreport) to monitor that all Districts have reported and review the state total hours reported.
- 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 chairs and disseminate information from the State CVS Committee chair requesting that information be disseminated to Local Unit CVS chairs.
- Use the CVS Hours Report link (trta.org/cvsreport) to monitor that all Cluster Districts have reported and review the total hours reported.
- Collect photos for use at the state convention and for the State CVS Facebook page.

DISTRICT COMMITTEE CHAIRS:

- Communicate on a regular basis with local unit CVS chairs and disseminate information received from the TRTA CVS State Committee.
- Gather ideas for volunteer opportunities and share with local unit CVS chairs.
- Encourage local unit chairs to contact by email or phone every non-reporting local member before filing District CVS Volunteer Hours report.
- Use the CVS Hours Report link (trta.org/cvsreport) to monitor that all Local Units in the District have reported and review the total hours reported.

LOCAL COMMITTEE CHAIRS:

- 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 chair and disseminate to your members, when relevant.
- Request, compile, and report volunteer hours after contacting all local unit members. Use the CVS Hours Submit link (trta.org/cvsform) to submit total Local Unit CVS hours by March 1. **SUBMIT LOCAL UNIT HOURS ONE TIME ONLY!** If for any reason you need to correct that total, please contact Roy Varney (roy@trta.org) and he will correct the number.
- 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 Chair.
- 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 Chairs Suggested Activities

Policy: The TRTA CVS 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 chairs. The committee shall collaborate with other standing and special committees as appropriate to further the mission of TRTA.

Suggested Activities

The TRTA State CVS Committee Chair:

1. Send volunteer requests received by TRTA to the appropriate district CVS committee chairs to be distributed to their local unit CVS committee chairs;
2. Assimilate and gather community service material of interest to members and send it to the district CVS chairs;
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 CVS hours reported by members.

The TRTA District CVS Committee Chairs:

1. Disseminate information from the state CVS committee to the local unit community volunteer service chairs;
2. Send CVS opportunities to the local unit CVS chairs;
3. Encourage local unit CVS chairs to identify their local community needs and to communicate these needs to their local unit members;
4. Use the CVS Hours Report link (trta.org/cvsreport) to monitor that all local units in the district have reported and review the total hours reported;
5. Serve as presenter of CVS training session at the Spring Leadership Development Conference; and
6. Attend the CVS leadership training session at the TRTA Convention.

The TRTA Local Unit CVS Committee Chairs:

1. Disseminate information from the state and district CVS committee chairs;
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 chair in publicizing volunteer activities;
5. Keep accurate records of community volunteer hours;
6. Use the CVS Hours Submit link (trta.org/cvsform) to submit total local unit CVS hours by March 1. **SUBMIT LOCAL UNIT HOURS ONE TIME ONLY.** If you need assistance or need to correct a total, please contact your District or State CVS Chair; and
7. Attend the CVS training session at the Spring Leadership Development 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 door-to-door. (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, Libraries, Museums and Any Non-Profits

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, Neighbors, and Family

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

94,000+	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
254	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
6,210,972	Reported Volunteer Hours donated by TRTA members to their communities in 2017
\$156,205,946	Approximate monetary value of volunteer hours of TRTA members in 2017

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 Chair**

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 Service Volunteer Committee

How to Submit Volunteer Hours Electronically

Local Unit CVS Chairs collect and compile member volunteer hours and submit that total on-line at the CVS Hours Submit link (trta.org/cvsform) by March 1. **SUBMIT LOCAL UNIT HOURS ONE TIME ONLY!** If for any reason you need to correct that total, please contact Roy Varney (roy@trta.org) and he will correct the number.

Click the trta.org/cvsform link

Choose your District Number

Choose your Local Unit Name


Enter the total hours for your unit

Click the Submit button **ONCE!!**


CVS Hours 2018

Please complete your local unit volunteer hours. Submit only once. Deadline to submit is March 1st.

What is your District? **Select your district**


District 13 

What is your local unit? **Select your local unit**


Highland Lakes Retired Teachers Association 

You can jump to a local unit by typing in the first letter. EG typing the letter 'z' takes you to Zapata County RSEA.

How many hours did your local volunteer this year?

123 

Click SUBMIT ONLY ONE TIME!!

SUBMIT 

Never submit passwords through Google Forms.

TRTA Community Service Volunteer Committee

How to View Total Hours for State and All Districts and Units

TRTA volunteer hours submitted by local units may be reviewed at the trta.org/cvsreport link sheet 1.

CVS Hours 2018-19 (Responses)

A	B	C	D
Timestamp	What is your District?	What is your local unit?	How many hours did your lo
1/2/2019 16:11:26	District 13	Guadalupe County Retiree	64891
1/6/2019 8:26:10	District 6	Madison County Retired S	13247
1/8/2019 20:09:23	District 12	Bell County Retired Scho	21293
1/9/2019 15:12:37	District 5	South Liberty County Ass	10925
1/14/2019 12:40:20	District 5	Hardin County Retired Tea	5946
1/15/2019 10:43:27	District 10	Allen Retired Educators A	45424
1/16/2019 12:08:59	District 11	Johnson-Somervell Retire	81187
1/16/2019 16:47:10	District 6	Walker County Retired Te	34987
1/17/2019 8:51:43	District 3	Wharton County Retired T	17.843
1/18/2019 22:35:12	District 10	Ennis Retired School Per	41591
1/20/2019 12:30:06	District 13	Fayette County Retired Te	31205
1/20/2019 13:07:00	District 11	Hurst-Euleess-Bedford Ret	28271
1/20/2019 16:55:58	District 15	Comanche County Retiree	12496.5
1/21/2019 10:34:23	District 10	Rockwall Area Retired Tea	7403
1/21/2019 10:37:11	District 10	Wylie Retired School Em	18670
1/21/2019 19:50:33	District 17	Terry County Retired Teac	7542
1/23/2019 8:54:36	District 15	Coleman County Retired T	13842
1/23/2019 10:03:27	District 4	Alvin Area Retired School	6795
1/23/2019 12:07:36	District 7	Panola County Retired Sc	18294
1/23/2019 15:18:17	District 7	Anderson County Retired	1802
1/25/2019 8:37:02	District 11	Wise County Retired Teac	27785
1/25/2019 9:31:21	District 4	Houston-Harris County Re	76463
1/25/2019 14:49:58			
1/25/2019 15:49:50	District 6	Walker County Retired Te	30709

Sheet1 Sheet2

To view volunteer total hours by District and for the State, click on Sheet 2 at the bottom of the page.

CVS Hours 2018-19 (Responses)

A	B	C	D	E	F	
State	District 1	District 2	District 3	District 4	District 5	District
425096.343	0	0	17.843	0	16871	

Sheet1 Sheet2