



# **TEXAS RETIRED TEACHERS ASSOCIATION**

*TRTA: The Voice For All Public Education Retirees*

## **COMMUNITY VOLUNTEER SERVICE COMMITTEE**

### **RESOURCE GUIDE 2020-2022**

All forms in this guide are available online [www.trta.org/cvs](http://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

State CVS Chair



State CVS Committee



District CVS Chairs



Local CVS Chairs



Local Members

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; and
- 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.

### DUTIES OF:

#### LOCAL CVS CHAIRS

- Encourage members to record volunteer hours regularly;
- Use the CVS form ([www.trta.org/cvsform](http://www.trta.org/cvsform)) to submit total Local Unit CVS hours by February 15 (see Directions in this Guide);
- Send digital photos of volunteers in action with captions to District CVS Chair (refer to photo submission guidelines in Guide);
- Celebrate volunteerism at every local meeting and publicize in local media;

- Disseminate pertinent information from District CVS Chair to local members; and
- Attend TRTA Convention and District Spring Conference, if possible.

### DISTRICT CVS CHAIRS

- Communicate regularly with local unit CVS chairs and 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 ([www.trta.org/cvsreport](http://www.trta.org/cvsreport)) to monitor that all Local Units in the District have reported and review the total hours reported;
- Collect digital photos of volunteers in action with captions from local units and send to CVS State Committee member;
- Attend Convention and CVS Session, if possible; and
- Serve as presenter of CVS session at District Spring Conference.

### 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 ([www.trta.org/cvsreport](http://www.trta.org/cvsreport)) to monitor that all Cluster Districts have reported and review the total hours reported; and
- Collect photos and send to [info@trta.org](mailto:info@trta.org) for use in slide show and for CVS Facebook page

### NUMBERS COUNT...IT PAYS!!

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

# ***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

## **RESOURCES**

TRTA website - [www.trta.org](http://www.trta.org)

TRTA State CVS Committee - [trta.org/community-volunteer-service-committee](http://trta.org/community-volunteer-service-committee)  
(includes members, links to reporting forms and CVS Guide, slide show)

CVS online submission form - [trta.org/cvsform](http://trta.org/cvsform)

CVS online report view - [trta.org/cvsreport](http://trta.org/cvsreport)

Facebook - TRTA Community Volunteer Services [www.facebook.com/CVSCommittee](https://www.facebook.com/CVSCommittee)

TRTA Facebook - [www.facebook.com/TexasRetiredTeachers](https://www.facebook.com/TexasRetiredTeachers)

The Voice - [trta.org/the-voice](http://trta.org/the-voice)

*The Inside Line* - [trta.org/inside-line-blog](http://trta.org/inside-line-blog)

**TABLE OF CONTENTS**

**COMMUNITY VOLUNTEER SERVICE COMMITTEE**

	Page(s)
Motto/ Purpose/ Link .....	1
CVS Committee Chairs Suggested Activities.....	2
CVS Committee Chairs Tips.....	3
Guidelines for Reporting Volunteer Hours.....	4
Suggestions for Volunteer Opportunities .....	4-5
Numbers Count.....	6
TRTA CVS Individual Hours Report Form .....	7
TRTA CVS Local Unit Online Submit Instructions.....	8-9
TRTA CVS Hours Report Link (How to View) .....	10
TRTA CVS Digital Photo Guidelines.....	11

# Community Volunteer Service (CVS) Committee

## Motto

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

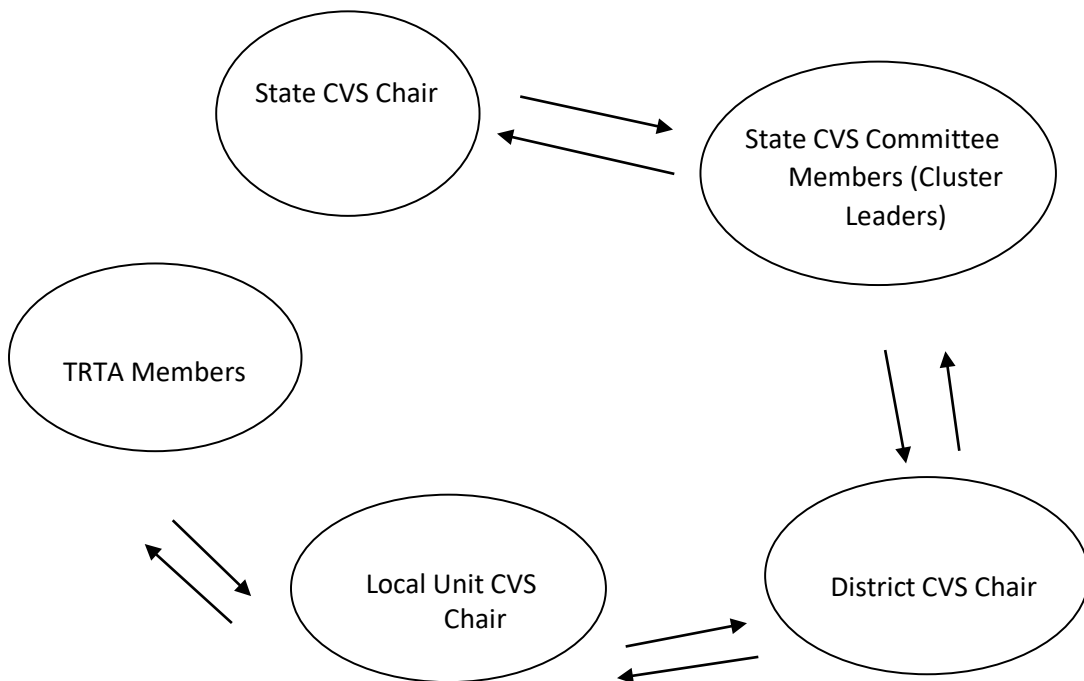
Anonymous

## 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.



## **CVS Committee Chairs Suggested Activities**

### **The TRTA State Community Volunteer Service Committee Chair:**

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

### **The TRTA District Community Volunteer Service Committee Chairs:**

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

### **The TRTA Local Unit Community Volunteer Service Committee Chairs:**

1. Disseminate information from the state and district community volunteer service 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](http://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 community volunteer service training session at the TRTA Convention and, if possible, attend the community volunteer service training session at the Spring Leadership Development Conference.

## CVS Committee Chairs Tips

### The TRTA State CVS Committee Chair:

1. Work with committee members to develop a plan of action;
2. Serve as presenter to train district and local unit counterparts at the TRTA Convention;
3. Review the total CVS hours in the CVS Report link ([www.trta.org/cvsreport](http://www.trta.org/cvsreport)) and write the annual cumulative report of CVS hours. (see directions for online submission in this guide); and
4. Participate in board meetings and submit annual summary of committee work when requested.

### TRTA State Committee Members

1. Use the CVS Hours Report link ([www.trta.org/cvsreport](http://www.trta.org/cvsreport)) to monitor that all Cluster Districts have reported and review the total hours reported. (see directions for online submission in this guide);
2. Collect digital photos of volunteers in action from District Chairs and send to [info@trta.org](mailto:info@trta.org);
3. Communicate regularly with the district CVS chairs and disseminate information from the State CVS Committee chair and request that information be disseminated to Local Unit CVS chairs; and
4. Assist TRTA State CVS Chair to develop a plan of action.

### The TRTA District CVS Committee Chairs:

1. Use the CVS Hours Report link ([www.trta.org/cvsreport](http://www.trta.org/cvsreport)) to monitor that all local units in the district have reported and review the total hours reported for your District;
2. Collect digital photos of volunteers in action from local CVS chairs and send to State CVS Committee member as requested;
3. Serve as presenter of CVS training session at the District Spring Leadership Development Conference;
4. Attend the CVS leadership training session at the TRTA Convention.

### The TRTA Local Unit CVS Committee Chairs:

1. Request, compile, and report volunteer hours after contacting all local unit members. Use the on-line CVS Form ([www.trta.org/cvsform](http://www.trta.org/cvsform)) to submit total Local Unit CVS hours by February 15. SUBMIT LOCAL UNIT HOURS ONE TIME ONLY! If for any reason you need to correct that total, please contact the state office ([info@trta.org](mailto:info@trta.org)) with the correct number and it will be corrected. See directions for online submission in this guide.
2. Send digital photos of volunteers in action with captions to District CVS Chair as requested by state CVS committee. Refer to photo submission guidelines in this guide.
3. Identify local community's need for volunteers and communicate these opportunities to members;
4. Recognize volunteer work of significant interest to the membership at each meeting;
5. Coordinate with the public relations chair in publicizing volunteer activities with articles and photos to a local newspaper and your local newsletter, local unit website, and local unit Facebook page.

## **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 home bound 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, home bound, 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

98,000+	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
252	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
5,803,249	Reported Volunteer Hours donated by TRTA members to their communities in 2018
\$143,108,120	Approximate monetary value of volunteer hours of TRTA members in 2018

**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:** \_\_\_\_\_

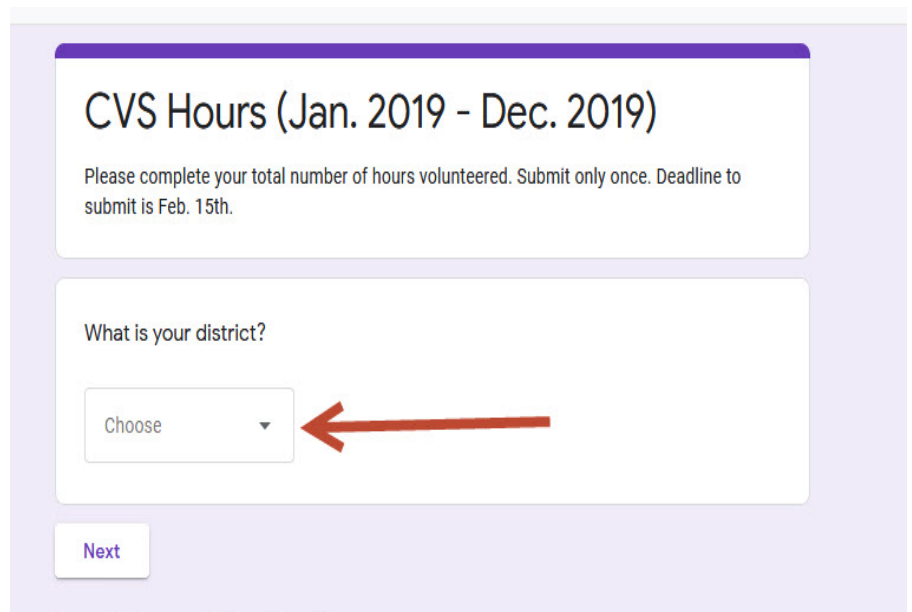
## TRTA CVS Local Unit Online Submit Instructions (Directions for submitting volunteer hours electronically)

TRTA Local Unit Community Volunteer Service Chairs are asked to submit the total hours for their local unit in an electronic format instead of sending in a paper form. This will be an easy and fast way to total local unit hours into district total hours and total state hours of volunteer service.

The submission date for local units is February 15. As you can see in the "View" form at the very bottom and on-line, several locals have already submitted. So sooner is fine!

After collecting all local member hours, add those hours up to get a total number of hours for your local unit. Go to this link: [TRTA.org/cvsform](https://trta.org/cvsform)

Click the Choose box to see a list of District numbers.



CVS Hours (Jan. 2019 - Dec. 2019)

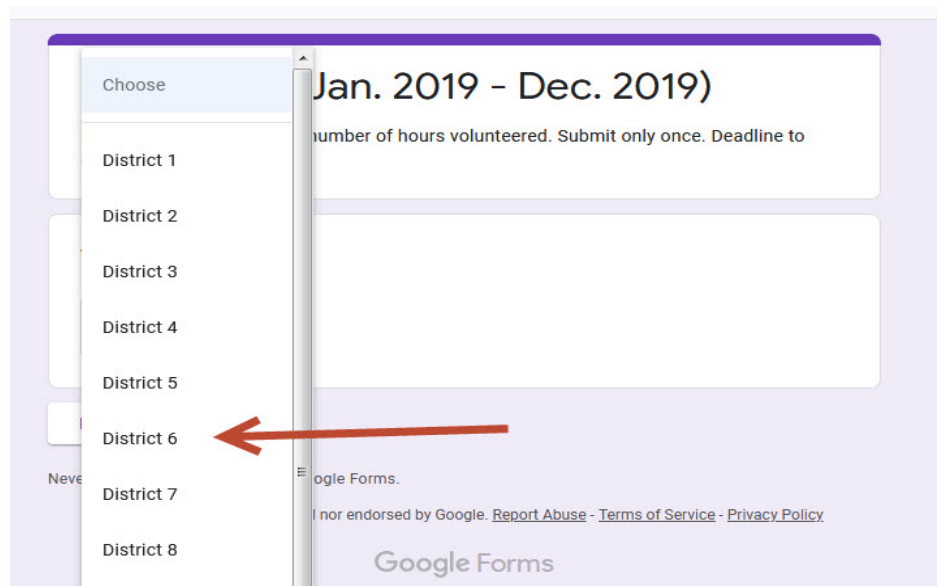
Please complete your total number of hours volunteered. Submit only once. Deadline to submit is Feb. 15th.

What is your district?

Choose ▼

Next

Select your District number:



Choose

- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7
- District 8

Jan. 2019 - Dec. 2019)

number of hours volunteered. Submit only once. Deadline to

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Google Forms

Select the name of your local unit.

CVS Hours (Jan. 2019 - Dec. 2019)

District 6

What is your local unit?

☒ Austin Co RTA

☐ Brazos Co RSP

☒ Brenham Area RSP

☐ Grimes Co RTA

☐ Houston Co RTA

☐ Leon Co RTA

☐ Milam Co RSPA

☐ Montgomery Co ARSP

☐ North Montgomery Co RSP

☐ Bell Co RSP

Enter the total number of volunteer hours for your local unit.

Click Submit button ONLY ONCE! You will see a confirmation page.

(If you click it twice your hours will be entered twice and totaled so you will have double the number of hours! Email [info@trta.org](mailto:info@trta.org) to correct a double entry)

CVS Hours (Jan. 2019 - Dec. 2019)

Number of Hours Volunteered

How many hours did your local volunteer this year? (This must be a valid number. Don't include commas.)

45231

Back Submit

click only one time!

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## TRTA CVS Hours Report Link (How to View)

Use the link [TRTA.org/cvsreport](https://trta.org/cvsreport) to view the results of local units who have reported and totals for each District and grand total for TRTA state results.

	A	B	C	D	E	F	G
1	What is your district?	What is your local?	How many hours did your local volunteer this year?		Total hours volunteered		
2	District 1	Edinburg Retired Teachers Association			111526		
3	District 3	Amarillo Retired Teachers Association	100				
4	District 10	Ennis RSPA	47679				
5	District 10	Kaufman Co RSP	28504				
6	District 12	Mills Co RTA	8003				
7	District 12	Coryell RTA	27240				
8							
9							
10							
11							
12							
13							
14							

**Thanks for tackling this new method!**

**If you have any questions or need any assistance, contact your District CVS chair for help.**

# Community Volunteer Service Digital Photos

## A picture is worth a thousand words!

The TRTA website will be adding slide shows of local volunteers this year, so each local unit is asked to submit photos of their members volunteering. These photos are used on the TRTA CVS Committee website and on the TRTA CVS Committee Facebook page.

### Following are the guidelines for submission:

1. Submit at least 5 photos. Feel free to submit more.
2. Photos must be captioned with District number \_\_\_\_; your local unit name; the name of activity, project, or event; and names of volunteers/groups in the photos.
3. Photos should be emailed to the district CVS chair by the date requested by the CVS state committee. If you are unable to caption your photos, please include the caption information in the body of the email.
4. Do NOT send photos of children. Get permission to use photos from members, presenters and groups appearing in the photo.
5. Please send photos at full resolution; do not try to compress them to save file space. The slide show will be on the big screen, and if the photos have been reduced in file size, they will look fuzzy.
6. Older photos from previous years can be submitted, but do NOT use photos already submitted for the TRTA CVS slide show and CVS Facebook page.