



Leader's Guide

I. Get Started:

A. Create a Three for Me Committee

- Establish goals
- Establish a budget
- Organize Three for Me campaigns and opportunities to promote Three for Me with parents and community members
- Distribute and collect Volunteer Sign-Up and What Counts? forms
- Contact all parents who sign the Promise Card to make sure they are aware of volunteer opportunities
- Track volunteer hours
- Give recognition to parents who complete their three hours
- Make sure that teachers and staff are prepared to support and encourage parents to participate in the Three for Me program
- Provide a list of parents that can only volunteer from home to every teacher, so that they can make a phone call or send a packet of things to do at home to those parents
- Make sure all parents feel welcomed and their ideas and contributions are recognized and valued

B. Promote Three for Me throughout the school year

- Have a booth at local festivals or events
- At parent-teacher conferences
- One-on-one informal interactions
- Have a table at the entrance of the building
- Make posters promoting Three for Me and hang them around your school
- Include information and volunteer ideas in your school newsletter
- Highlight a Three for Me family in your monthly newsletter
- Send home monthly flyers listing volunteer needs not just with the PTA, but needs that your teachers or staff might require
- Use the logo on the school volunteer and visitor badges (this will be a great reminder to parents)
- Include the Three for Me logo on every thing that deals with parental involvement and volunteerism in your school
- Promote the Three for Me message, *A little volunteering goes a long way*, on banners, posters, flyers, in newsletters, etc.
- Call your local apparel company and have polo shirts made with the logo for your school group officers to wear at events

- If you have a message board, place Three for Me parenting tips on it monthly
- Post volunteer opportunities in your school directory
- Keep a running list of volunteer needs and jobs in the main office and include teachers' needs as well

II. Program Implementation

A. Record Volunteer Hours

- Organize the names of all parents who have signed a promise card in order to keep track of the monthly individual volunteer hours. (An excel spreadsheet is good for this type of tracking)
- Use the Volunteer Sign-in Form for all volunteers to sign in and out
- Ask several “from home” volunteers to key in the volunteer hours from the sign-in sheets
- Each month total all volunteer hours. Share them with the school community

B. Give recognition to parents who have met their three hour goal

- A Three for Me Certificate will let parents know they're appreciated...especially by their child. All parents who fulfill the three-hour promise should receive a certificate at the end of the year
- Create a Gallery of Dedication section in a section in the main school hallway or on a school bulletin board with their name and possibly a photo (recognition resource coming soon)
- Have a volunteer recognition section in your newsletter
- Verbal acknowledgment at school functions or meetings
- Have special activities such as coffee and donuts, a special movie night at school, or any type of activity that parents would enjoy
- Hold a special event, at the end of the year, to thank all of the parents who fulfilled their three-hour promise. If parents are not able to make it, make sure to send the certificates home with their child or mail them

C. Track the number of parents who become PTA members

- Submit the number of parents who became members of PTA as a result of the Three for Me program. Also include the number of members you had before and after Three for Me was implemented at your school and send the information to threeforme@pta.org

III. Program Tools

A. The Promise Cards

- Add your school name and the current school year to the Three for Me promise card and print a black and white copy
- Duplicate enough copies using any color stock paper
- Cut them equally into “cards”. Promise cards print ten per page
- Have parents sign a card (parents will keep this as a reminder and your PTA will need to use a Volunteer Sign-Up form to collect the contact information.)

B. “What Counts?” sheet

- Provide parents with this informational flier explaining the volunteering opportunities that will count for all or part of the three hours. Every school has its own needs. Create a list of volunteer activities based on what is happening at your school and add them to this sheet. Also, make sure there is a space for parents to write their own ideas on how they can be involved. (Make sure the ideas that are on this flyer are the same ones on the Volunteer Sign-Up Sheet).
 - 1) Think about the needs of the children when choosing volunteer slots (help with homework, reading, etc.)
 - 2) Include volunteering spots in the classroom, from home, after school, at special family-school events, etc
 - 3) Open the dialogue with your principal, teachers, and fellow parents to get volunteers “plugged in” to the right activity

C. Volunteer Sign-Up Form

- Collect contact information, availability, interests, special talents, etc., on parent volunteers at your school
- Send the volunteer form home with children the first day of school. Have it available at Back-to School-Nights. Include it in the Back-to-School packets, etc.

D. Volunteer Sign-In Sheet and Visitor Badges

- Set up a clipboard, in the office or in a place where parents frequently visit, with Volunteer Sign-in Sheets for parents to sign-in and out. These sheets will be collected weekly or monthly to track volunteer hours
- Print the Volunteer and Visitor Badges and place in plastic nametag holders with clips. Parents wear the badges when in the school. This helps build awareness of the program for everyone at the school

Replace the volunteer sign-in and out sheets with a computer and spreadsheet program that can track volunteer hours. You might want to try the FileMaker Pro 6 software, which is a great data-tracking program.

Certificate of Promise

- All parents who fulfill the three-hour promise should receive a Certificate of Promise at the end of the year. Be creative in how you present this certificate to them.