



School Board of Polk County

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ADMINISTRATION
GAIL F. MCKINZIE, PH. D.
SUPERINTENDENT OF SCHOOLS

TO: All District Employees

FROM: Gail F. McKinzie, Ph. D.
Superintendent of Polk County Schools

RE: District Office Release-Time

The School Board supports a release time policy that allows district office employees to volunteer **four hours per month at the public school of your choice, during normal working hours**. Your participation is voluntary and **must be approved by your supervisor**.

Volunteer service must not interfere with the completion of your assigned duties or generate the need for overtime hours. **Release time cannot be used to accompany students on field trips.**

As a School Board employee, you are automatically approved to volunteer at any school in the district at any time. Employees need to fill the volunteer application on line at <http://www.polk-fl.net/community/volunteers/default.htm>. Also, please complete the District Office Release Time form and send it to the Community Involvement office. Contact the school to set up an appropriate time for your volunteer service. You may select the school, grade level and subject area where you would like to serve.

Sign in at the school site and wear proper identification. Your presence in classrooms will give you the opportunity to gain an understanding of school needs. Your time will be a great gift.

Call Margaret Anne Wheeler at 534-0636 or 51450 if you need more information.



District Volunteers

Release Time Application

Yes! I am a School Board employee and I want to participate in the Release-Time Volunteer Program.

SAP ID _____ I need inservice points Yes No (Inservice points are awarded for mentoring and tutoring only.)

Name: _____ Position: _____

Work Location: _____

SS # _____ Date of Birth _____ Sex M F Race _____

Address _____ City _____ State _____ Zip _____

Work Phone: _____ Home Phone: _____

I currently serve as a school volunteer and want to continue serving at:

School: _____ Number Hours/Week _____

I'm not volunteering now. I will volunteer at: _____
School

As a: Tutor: Reading Writing Math
 Mentor

Read to students
 Office Assistant Media Center Assistant
 Guest Speaker Subject(s): _____

Days available: Monday Tuesday Wednesday Thursday Friday

Times available: Morning _____ Afternoon _____

Supervisor's Signature _____ Date _____

Please return this form to the Community Involvement Office, Rt. E.

Contact the school's volunteer coordinator for placement.
For more information, call 51450.

Thank you for volunteering!