

Volunteers – Documentation **must include** a copy of the completed Golden School Award application form or a copy of the Golden School Award certificate for the current year OR prior year a copy of the listing in the annual district wide School Volunteer Program Recognition Ceremony awards program in addition to attending the Fall Leaders Conference.

Criterion Requirement		Required/Suggested Documentation
VO 1	A minimum of 80% of the school staff has participated in school-based volunteer training or faculty meeting during the school year.	Required Documentation: <ul style="list-style-type: none"> • Copy of faculty meeting agenda showing where orientation took place AND • Copy of faculty sign in roster for this meeting.
VO 2	School volunteer coordinator has been designated to provide leadership for the school volunteer program.	Suggested Documentation (include all items listed): <ul style="list-style-type: none"> • Completed designation form (briefing # 4612) OR • A memo/ statement signed by the principal that provides the name of the liaison designated to attend the Fall Leaders Conference.
VO 3	Total number of documented volunteer service hours equals two times the number of students attending the school.	Required Documentation: <ul style="list-style-type: none"> • Copy of Golden School Award application, certificate or notification letter.
VO 4	School provides recognition of volunteers.	Suggested documentation: <ul style="list-style-type: none"> • Copy of School Volunteer Award nomination submitted OR • Highlighted newsletter article describing activity OR • Invitation and program from a special recognition event OR • Specimen of thank you letters or appreciation certificates OR • Copy of Invitation inviting volunteers to DP/SVP awards ceremony.