



# Annie Lucy Williams Elementary School

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December 6, 2019

Dear Parents and Guardians,

First, we'd like to thank all parents, guardians, and community members who have completed our Volunteer training, as well as shared their identification to be reentered into our Raptor system. We appreciate your help. As of this time, our outstanding volunteers have logged 1,543 hours just this school year, and we have hosted 10 Volunteer Trainings already!

The reason for this letter is to clarify "who" needs Volunteer Training, "when" our future Volunteer Trainings will be offered for the remainder of this year, and "what" events require just a Raptor badge or requires a Raptor Badge and Volunteer Training.

| Raptor Clearance and Badge Only  | Raptor Badge AND Volunteer Training  |
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| <ul style="list-style-type: none"> <li>• Lunch with your student in cafeteria</li> <li>• Kinder Moving Up Ceremony</li> <li>• 5<sup>th</sup> Grade Recognition Ceremony</li> <li>• PreK Moving Up Ceremony</li> <li>• Any PTO/School Event that requires a Ticket for admission (Ex. Bingo)</li> <li>• Guest Speaker for Classroom</li> <li>• Those who are setting up for events and are NOT in contact with students (Ex. Staff Appreciation)</li> <li>• Cookie Dough Distribution Program</li> <li>• Classroom Presentations by students, when not working with any student</li> <li>• Parent Conference</li> <li>• After School Independent Club Performances (Ex. Stacy's Cheer, Drama Kids)</li> </ul> | <ul style="list-style-type: none"> <li>• Attending class parties</li> <li>• Working with students in the classroom</li> <li>• <b>Field Trips</b></li> <li>• Proctoring for Tests**also requires additional training to proctor for tests</li> <li>• Book Fair</li> <li>• Color Run (School Walk-a-Thon)</li> <li>• Volunteers for School Store</li> <li>• Acaletic Celebrations</li> <li>• Box Top Collection</li> <li>• 5<sup>th</sup> Grade Committee Meeting/Set Up</li> <li>• Fundraiser Prize Distribution with Students</li> <li>• Positive Behavior School (PBS) Events</li> <li>• Grade Level Special Holiday Events where one would be working with students</li> <li>• School Club Volunteers (before, during, and after school time)</li> </ul> |
| <p><i>*This is just a sampling of events to help clarify. Well in advance, please call the school for information regarding any events not listed that you are unsure about. Thank you.</i></p>  |    |

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"Williams Elementary—Where the answer to our 'why' will always be the student!"

Please be aware that the following dates and times listed below are the remaining future dates we will be offering Volunteer Training for the remainder of the year. If you have not attended the training and need to do so based upon the information above, we'd **strongly recommend** you attend one of the opportunities below, sooner rather than later. You **MUST** complete a training **PRIOR** to participating in your intended event. Volunteer Training is about 20 – 25 minutes long.

- ☑ Jan 9th 8:30am
- ☑ Jan 21st at 8:30am
  
- ☑ Feb 4th 5:30pm
- ☑ Feb. 13th 8:30am
  
- ☑ Mar 3rd 5:30pm
- ☑ Mar 12th 8:30am
  
- ☑ April 7th 5:30pm
- ☑ April 9 8:30am
  
- ☑ May 5th 5:30 pm



**MARK YOUR  
CALENDARS!**

For more information regarding the School District of Manatee's policies regarding Volunteering, please visit the following link:

<https://www.manateeschools.net/Page/2657>

**The link above is also the *first stop* to volunteering at Williams, as you will need to go online and complete the “*Online Volunteer Application*”.**

Your volunteer work and participation in your child's school and/or your community school is welcomed and deeply appreciated. We are working hard to find a balance between providing the safest environment for our staff and students and one that remains warm and welcoming. Thank you for your continued support for our school.

Always the best in the Den,

Connie Dixon, M.Ed.  
Principal

**THANK YOU**  
**Volunteers!**  
We couldn't do it without you