

# ABC's of a NPMM Volunteer



**A – ALWAYS** sign in at the main school office when you visit Normal Park. Log your volunteer time using the QR code or click the link [Normal Park Parent Volunteer Form](#). You may check your hours in Powerschool. Please turn in all hours—even if you volunteer more than 18 hours per year.

**B – BE** sure to get your **18 hours completed by the last Monday of school**. If a family has children in more than one magnet school, the hours must be split into 9 hours at each school. All volunteers **MUST** be 18 years or older to qualify for school volunteer hours.

**C – CHECK** out the weekly Lightning Letter and <https://normalpark.hcde.org> for volunteer opportunities or ask your child's teacher if they are in need of classroom or project assistance.

## WAYS TO EARN VOLUNTEER HOURS AT NPMM:

- **Attend and support a Learning Expedition.** At Normal Park, our parents are active participants in our student Learning Expeditions to our museum partners. You may choose to either be a volunteer or chaperone. A volunteer does not require a background check and will not be in charge of a small group of students. A volunteer talks with students about what they are learning, helps with activities, and supports the teacher. In order to be a chaperone, you must have a valid background check to assist with Learning Expeditions and be responsible for a group of students. **Please note the maximum volunteer hours provided for day trips is 5 hours and 8 hours for overnight Learning Expeditions.** Both volunteers and chaperones receive volunteer hours for Learning Expeditions.
- **Visit a museum partner** with your student. You can earn up to **5 volunteer hours** simply by using your child's Museum Passport to visit the Tennessee Aquarium, Creative Discovery Museum, Hunter Museum of American Art, Chattanooga Zoo, Reflection Riding Arboretum and Nature Center or Bessie Smith Cultural Center. Parents earn one volunteer hour per visit. To earn credit, **you must fill out a Museum Visit form** with your child during your trip to the museum. Please download a copy from our website and send the completed form in your child's folder.
- **Lightning Athletic Club:** We need help manning the gates at events, concession stands, Spirit stores, at both Upper and Lower School sports events. Coaches always need assistance coaching and maintaining the sports fields. Emails are sent during the sports seasons to request help for events and items needed for

donations. All volunteer coaches **MUST** have a background check and pass a concussion course to serve as volunteer coaches. **Please note the maximum hours for volunteer coaching is 20 hours.**

- **Donations:** Families have the option to earn up to 6 hours through resource contributions made to the school.
  - One hour can be earned for the contribution of items valuing \$10, not to exceed \$60 (6 hours).
  - You must sign up for all donations under the Signup, or bring items requested by staff. Examples: Happy Place donations, class party donations, items for events, classroom supplies, etc.
  - A photo of the receipt **MUST** be uploaded through the Volunteer Google Form to receive credit.
- **SPARK:** Serve on a SPARK committee! We have several that need help throughout the year, such as Library, Promotions, Fundraising, Advocacy, Hospitality, and Garden. You can also earn one volunteer hour for attending SPARK meetings, parent workshops, and principal coffees. Contact Caitlin Studer at [normalparkfund@gmail.com](mailto:normalparkfund@gmail.com) to get connected.
- Help out in the **classroom**. Talk to your teacher or room parent about how you might help inside the classroom. Please arrange a convenient time to talk to your teacher—do not drop in while class is in session.
- **Take-home projects** (Sharpening Pencils, teacher projects, etc.) are sporadically available at NPMM. Watch for emails from your Parent Volunteer Coordinators or directly from your classroom teacher. Projects are given on a first come first serve basis and hours vary with every project. Please be mindful of due dates for projects.
- Contact Tiffany Phillips [phillips\\_tiffany@hcde.org](mailto:phillips_tiffany@hcde.org) at the Lower School or Monica Arnold [arnold\\_monica@hcde.org](mailto:arnold_monica@hcde.org) at the Upper School or call 423-498-6880 for assistance and to learn more about volunteer opportunities to get you involved.