**ABC’s of a Normal Park Museum Magnet Volunteer**

A – ALWAYS sign in at the main school office when you visit Normal Park and use the [SIGNUP](https://signup.com/) app or links to view and sign up for events. If you sign in at those events, we will record hours from the sign-in sheets and log directly into PowerSchool. We will also use the Learning Expedition sign in and SPARK forms to log additional hours. And, 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 Friday, May 20th.** If a family has children in more than one magnet school, the hours must be split equally among each school. For example, if you have children in 2 magnet schools you must complete 9 volunteer hours in 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:**

* [SignUp](https://signup.com/) app. Download the app straight to your phone and have volunteer opportunities at all times. This is a free app for all types of phones.
* Chaperone a learning expedition. At Normal Park, our parents are active participants in our student learning expeditions to our museum partners. Choose at least one learning expedition every 9 weeks to attend with your child. **Please note the maximum volunteer hours provided for day trips is 5 hours and 8 hours for overnight learning expeditions.** All chaperones must have a valid background check to assist with learning expeditions and be responsible for a group of students. No volunteer hours are given for learning expeditions to the IMAX.
* 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, Chattanooga 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, so pick up one in advance from the Volunteer Center or download a copy from our website.
* Homemade goodies and all food and beverage donations are limited to **6 hours** per school year. We need baked goods for the Happy Cart that we treat teachers to each Friday.

**Donation Rules**

* **1 hour   = 24 baked goods, concessions, items requested, or drinks donated.**
* **2 hours = 48 baked goods, concessions, items requested, or drinks donated.**
* **No Monetary Value is placed on volunteer hours. Hours for larger donations (auction items, equipment, or supplies) will be considered on a case by case bases and determined by the Administration.**
* **Volunteer hours are not given for items donated to class or holiday parties. Volunteer hours are given to those who plan, prep, serve, or clean up the classroom parties or holiday events.**

* Lightning Athletic Club: We need help manning the gates at events, concession stands, Spirit stores, at both Upper and Lower School sports events. Coaches can always use help 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.  Team Meals: Please use the Donation Rules listed above.**
* Join a SPARK. There are several NPMM committees that need help throughout the year, such as Library, Promotions, Fundraising, Advocacy, Hospitality, and Building and Grounds.
* 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.
* Attend SPARK meetings and parent workshops. Adults earn one hour for attending SPARK meetings, parent workshops, principal’s coffees and other special parent events. **Note: Parents do not earn hours for attending parent conferences with the teacher, sporting events, or student performances unless they are volunteering during these events**.
* Take home projects (Sharpening Pencils, teacher projects, etc.) are always available at NPMM. Watch for emails from your Parent Volunteer Coordinators. Projects are given on a first come first serve basis and hours vary with every project. Please be mindful of due dates for projects.
* Consider being a Room Parent. Creating open communication with parents and teachers is a great way to get to know your teacher, your student peers, and other NPMM families*.* Please note that all items donated to class or holiday parties are not considered a donation for hours. **Volunteer hours are given to those who plan, prep, serve, or clean up the classroom parties.**
* Contact Heather Cockerham [cockerham\_h@hcde.org](mailto:cockerham_h@hcde.org) at the Lower School or Sonia August [august\_sonia@hcde.org](mailto:august_sonia@hcde.org) at the Upper School or call 498-6880 for assistance and to learn more about volunteer opportunities and get you involved.