



Castleberry Independent School District

Volunteer Coordinator's Handbook 2023-2024

The Castleberry ISD Volunteer Program serves to enhance the educational experience of both students and staff through the inclusion of well-trained volunteers that strive to support the district mission and make a difference in Castleberry ISD.



CASTLEBERRY INDEPENDENT SCHOOL DISTRICT

5228 Ohio Garden Road • River Oaks, Texas 76114 - 3729 • 817.252.2001

Myrna Blanchard, Ph.D., Director of Talent Acquisition and Policy

Dear Campus Volunteer Coordinator:

Volunteers are an integral part of a school and the school district. Castleberry ISD had approximately 180 volunteers donating their time during this past school year and it is because of the commitment of our campus volunteer coordinators that we can facilitate a program of such quality and magnitude. Your leadership allows community volunteers to share their talents and expertise by participating in a myriad of school activities designated to enhance the educational experience of all students.

This handbook is designed to define and support a well-organized, productive volunteer program. We appreciate your efforts that enhance the relationships between our schools and community.

Sincerely,

Myrna Blanchard, Ph.D.
Director of Talent Acquisition and Policy

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Campus Volunteer Coordinators

In order to enhance the campus community engagement efforts and volunteer activities, every school must designate a staff member as a volunteer coordinator. Campus volunteer coordinators should work cooperatively with the administrative and teaching staff at the school and with individuals and groups from the community. Campus volunteer coordinators should work with the campus principal to:

- Create a welcoming atmosphere in the school.
- Promote the volunteer program and recruit volunteers through flyers, newsletters, etc.
- Adhere to the rules, regulations, and policies and procedures for school volunteers.
- Ensure that all volunteers complete a volunteer application and that the application contains all of the required information.
- Ensure that all volunteers have been approved by:
 - Talent Acquisition Department, and
 - Principal/supervisor for a specific instructional purpose if staying on campus for more than 45 minutes.
- Ensure that all volunteers sign-in on the district approved Volunteer Sign-in Sheet.
- Calculate volunteer participation on a monthly basis and ensure that forms are submitted to the Talent Acquisition Office by the planned deadlines.
- Attend district family engagement meetings.
- Provide a connection to the school for parents and community volunteers and a connection to the volunteers for school staff.
- Provide orientation of school volunteers; may request assistance for specific training from campus. The orientation should cover the following topics:
 - **District procedures** regarding volunteer screening, school policies and procedures, including sign-in procedure.
 - **Visitor badge:** All volunteers will check in at the campus front desk with U.S. photo identification and receive a Visitors badge to wear while on campus. Checkout at the front desk at the end of the day and return the badge.
 - **Places at the school:** where to sign in, where to park, location of restrooms, and staff lounge.
 - **People at the school:** principal, assistant principal, school secretary, custodian, counselor, and nurse.
 - **Time schedule** and school calendar.
 - **Communication at the school:** where to turn if a volunteer has a problem.
 - **Ethics and confidentiality** of volunteering.
- Plan for appropriate volunteer activities and assignments.
- Coordinate appropriate recognition and appreciation.

Recruiting Volunteers

To aid in recruiting, campuses can create a Volunteer Program brochure or flier. Brochures should be created to fit the needs of each campus. Prior to distributing campus-created materials, a copy must be approved by the Director of Talent Acquisition and Policy. When creating your recruiting materials, you should consider the following:

WHO will be your volunteers?

- Parents
- Military personnel
- Partners in education
- College students
- Community members
- Older adults/retirees

WHAT do you want volunteers to do?

- Read to students or listen to students read
- Assist in the classroom
- Tutor individual students
- Provide assistance for school or classroom activities or events
- Make visual aids and materials
- Assist the nurse or clerical staff
- Assist with special events
- Participate in athletic or fine arts events
- _____

WHERE will the volunteers be located?

- Depending on the availability of space at the school, it is important that there be a place where Volunteers sign in & pick up an ID Badge every time they come to the school.
- Appropriate space and accommodations are available for volunteers to complete their assignments and must be approved by the school principal or department supervisor.

Reaching Out When Recruiting Volunteers

- The Castleberry ISD website, campus Facebook page, and campus Twitter accounts are just a few of the ways that you can reach out when recruiting volunteers. Volunteer Coordinators should contact your Campus Communications Team to publicize upcoming volunteer events or campus needs. Be sure to include:
 - Event location
 - Dates the volunteers are needed
 - Description of the activity
 - Contact name, phone number, and email address
 - Dates to be advertised on the webpage

Tips to Remember When Recruiting Volunteers:

- **Have patience.** Start modestly, let successful experiences lead the way.
- **Reach Out!** Most successful school recruitment programs do not wait for volunteers to come to them, but develop plans to actively reach into homes and the community to bring them in. Be proactive and persistent.
- **Maintain momentum throughout the year.** Volunteer recruitment is not an annual event. Active recruitment is an ongoing, continuous process which brings in people new to the community, new retirees, those with new decisions to “get involved,” and people who have just heard about your school.
- **Make your needs known.** Be specific about your needs for volunteers. A vague invitation to volunteers for an open-ended project will produce few responses; people want to know what kind of a commitment they are being asked to make.
- **Put out the welcome mat for volunteers.** The physical arrangement of the school should say “Welcome – we’re glad you’re here.” Create a “volunteer area” somewhere in the school to make volunteers feel welcome, comfortable, and special - even though it may be a corner in a room or the end of the hall.

Suggestions to Help You Reach Out to Specific Groups of Volunteers:

- Send out a flier to parents indicating the need for volunteers at the school. (Flyers must be approved by the Director of Talent Acquisition and Policy.) The flier can list some specific ways that volunteers can be involved. Don’t forget activities that require no training in education or things the volunteer can do from home.
- A letter to parents from the teacher can be a very effective recruiting tool.
- Talk about the volunteer program wherever parents gather. Let people know that they are needed and welcome in your school.
- Make sure that volunteer recruitment literature is given to parents who bring their children to the school for the first time. For example, kindergarten parents or those who have just moved into your community.
- Use the telephone and email to connect with your volunteers, follow up on a conversation, to reach out to a parent you haven’t seen for a while, or to maintain personal contact even when you aren’t recruiting. You are building a network.
- Utilize posters about your school and its programs in places where they will be seen, local businesses, community centers, and service organizations.

CISD School Volunteer Application

English and Spanish Volunteer Applications are located on the CISD Volunteer Program webpage: https://www.castleberryisd.net/family/Engagement/cisd_volunteer_program, as well as a list of each campus Volunteer Coordinator and their contact information. After a potential volunteer has completed & signed a printed application, it is the responsibility of the Campus Volunteer Coordinator to ensure that data from the volunteer application is entered into Formspace in Eduphoria. **Volunteers are not allowed to enter the applications into the system.** This must be completed by a staff member. It is the responsibility of the Campus Volunteer Coordinator to review the application for completeness **prior** to submitting the application to be screened. Each volunteer application must be submitted with an approved form of U.S. issued photo ID card. Approved forms of identification are:

- Current Driver License / Identification Card
- Military ID
- Passport
- Other U.S. government identification

The original copy of the Volunteer Application and a clear copy of a current U.S. photo ID, should be sent to the office of Talent Acquisition. Applications will require up to **two weeks** to process from the date the application is received.

Volunteer Screening and Record Keeping

Castleberry ISD welcomes and encourages involvement from parents, community members, businesses, community organizations, higher education institutions, and the military. Acceptance of volunteers is at the discretion of the District Volunteer Coordinator in accordance with district policy and will be based on factors including, but not limited to, the following:

- No record of felony conviction or requirement to register as a sex offender under Texas law.

The District Volunteer Coordinator will complete the required background check and inform the Campus Volunteer Coordinator of the approval or declination of the application. The office of Talent Acquisition will maintain a file of the submitted volunteer applications.

Volunteers NOT Needing Approval

Castleberry ISD permits parents to attend field trips with their child or assist at campus field days without an approved application, **if that parent stays within the supervision of a CISD employee.** (Example: A parent may be allowed to join their child on a field trip to the zoo, but will not be allowed to chaperone a group that separates from the teachers or staff member responsible.)

Volunteer ID Badges

Visitor badge: All volunteers will check in at the campus front desk with United States photo identification and receive a Visitors badge to wear while on campus. Checkout at the front desk at the end of the day and return the badge.

Volunteer Hours and Timesheets

At the end of each month, campus volunteer coordinators will be responsible for collecting all volunteer time sheets and submitting them to the CISD Talent Acquisition office by the established deadlines. Volunteers will record their hours and detail how that time was spent. It will be the responsibility of the campus volunteer coordinator to assign each activity to the appropriate category and calculate the total hours donated each month. The campus volunteer coordinator should sign the bottom of each timesheet after the total number of hours and volunteer activities has been calculated. It is the responsibility of the campus volunteer coordinator to compile the information into the monthly activity report and submit it to the Talent Acquisition office via email on the last workday of each month. The Talent Acquisition office will be responsible for maintaining a district database and generating a monthly report.

Volunteer Categories

Extracurricular: Non-academic/program related events or activities

- Field Day
- Chaperone for a dance or event
- Fall Festival
- Athletics Booster
- Band Booster
- Book Fair
- PTO
- Good News Club
- Mighty Men
- _____

Campus Based Needs: Non-academic campus support

- Office assistance (i.e. copying or filing)
- Nurse's Office
- Library
- Monitoring in the cafeteria
- Hall monitoring during testing
- Mentor
- Committees
- _____

Program Support: Academic or program related activities

- Copying for teachers
- Helping in classrooms
- Fine Arts
- Technology
- Field Trips
- _____

Volunteer Recognition

Recognition of volunteers can be done in many creative ways. Recognition of volunteer hours is a very effective incentive for volunteers and may be in the form of a simple thank you, a formal event, or a gift.

From their first contact with the program, volunteers can develop a feeling of belonging which increases their desire to participate. The backbone of the school volunteer program is a group of satisfied, well-motivated volunteers who return year after year. This core group will also be your best source for recruiting additional volunteers.

Intangible Rewards

Maintain a positive school climate. A cooperative effort of the total staff and student body can make the school climate reinforcing to volunteers.

Don't wait until the "Spring Luncheon" to let your volunteers know they've been helpful and appreciated. (They may not be around by spring!) Adults, like children, enjoy knowing how they are doing and that what they are doing is worthwhile. A word of thanks can go a long way in the life of a volunteer. Annual, monthly, or bimonthly award recognition programs are important to volunteers, but day-to-day recognition gives the volunteers a sense of deep gratification.

Be specific in your praise. Well-chosen words of praise are powerful training tools. Catch a volunteer doing something well and let him or her know.

Show concern for your volunteer's creature comforts. By doing this, you are saying "We are glad you're here. We want you to be happy so you will continue to come back." Make arrangements for coffee breaks if necessary and see that there is a comfortable and convenient place in which to work. Make adjustments for any physical limitations a volunteer may have.

Tangible Rewards and Recognitions

New ways to recognize volunteer services are constantly being developed and sought. School have used the following ways to honor the contributions of volunteers:

- Identification awards in the form of pins, badges, buttons, etc.
- Thank you letters or postcards written by the students or teachers.
- A scrapbook or "volunteers' yearbook" made as a class project.
- Certificates, diplomas, plaques, trophies or pins depicting volunteer hours served.
- Picnic lunches or family fun day with invitations to a volunteer's family.
- Publicity through the school newsletter, flyers, website, or letters to parents.
- "Volunteer of the Month" posters displayed in the school office or parent room.
- Bulletin Board displaying pictures of volunteers and their contributions – display at the school or in local community places such as bands, stores, and libraries.
- Press releases to neighborhood papers telling of a unique or unusual individual or volunteer accomplishments.

- Brunch or lunch with the principal, classroom party, dinner with teachers, faculty party, auditorium programs with themes of volunteer recognition/appreciation.
- “Child made” awards in the form of individualized bookmarks, silver certificates (from silver wrappings), small plants grown by the children, etc.
- “Coffee with the Principal,” holiday parties, annual recognition day.

When all is said and done, probably the strongest reinforcement – the thing that keeps volunteers coming back week after week, through rain and shine – is the good feeling that they are “helping” and are being of service to the school.

A school should do anything it can to make a volunteer aware that by working at their neighborhood school, they are:

- Helping children
- Helping others
- Improving the school and community

Ways to Show Appreciation to Your Volunteers

1. Greet the volunteer by name, encourage students to use the volunteer’s name.
2. Try to thank the volunteer personally each day, noting special contributions.
3. Set a time to talk with the volunteer when students are not present; speak briefly with the volunteer each day before departure.
4. Celebrate the volunteer’s birthday, and encourage students to write occasional thank you notes.
5. Use the volunteer’s special talents, knowledge and interests in assigning tasks.
6. Give the volunteer increasing responsibilities and more challenging tasks.
7. Include the volunteer when planning class activities.
8. Send a letter of appreciation.
9. Call or write when the volunteer is absent or ill.
10. Invite experienced volunteers to train newer volunteers.
11. Write an article on the volunteer’s contributions for your volunteer newsletter, school newspaper or community paper.
12. Ask the volunteer coordinator or school community relations staff person about a feature story on volunteers for the newspaper or website.
13. Post volunteer accomplishments and contributions in a visible place such as the main office or staff bulletin board.
14. Celebrate outstanding contributions or achievements.
15. Ask volunteers to help evaluate the program and suggest improvements.
16. Help plan a recognition event – an assembly, reception or luncheon: invite the superintendent, school board, administrators, parents and community leaders.

Volunteer Website

www.castleberryisd.net/family/family_engagement/cisd_volunteer_program

The Castleberry ISD Volunteer web page provides parents and community members with contact information and a link to the volunteer application. The website can also be used as a recruiting and recognition tool to:

- **Recruit volunteers for specific events or projects.** Publish requests for volunteers at specific events or help with projects, as well as a designated “volunteer day” if this has been established at your campus. Be as detailed as possible, specific requests generally yield greater responses than non-specific, open-ended requests. Volunteer Coordinators should reach out to your Campus Communications Team to help publicize upcoming volunteer events or campus needs. Be sure to include:
 - Event location
 - Dates the volunteers are needed
 - Description of activity
 - Contact name, phone number and email address
 - Dates to be advertised on the webpage
- **Publish volunteer opportunities.** Ask your campus pagemaster to include volunteer dates on the campus calendar.
- **Recognize the efforts of volunteers on your campus.** Volunteer of the Month articles highlight the efforts of a volunteer or group of volunteers on your campus. Whenever possible, try to include a picture. This information can also be posted on the Digital Signage, school bulletin board, and sent to the local newspaper. Each campus will be required to submit a minimum of one spotlight article according to the following schedule:

Campus	Recognition Month	Deadline to Submit Article (last day of month)
Castleberry Elementary	October	
A. V. Cato Elementary	November	
Castleberry High School	December	
Joy James Elementary	January	
Irma Marsh Middle School	February	
Castleberry Elementary	March	
A. V. Cato Elementary	April	
Joy James Elementary	May	

Information that you would like included on the website should be submitted to the Campus Communications Team for publishing.

Appendix

Sample Forms and Resources



CASTLEBERRY INDEPENDENT SCHOOL DISTRICT

5228 Ohio Garden Road • River Oaks, Texas 76114 - 3729 • 817.252.2001
 Myrna Blanchard, Ph.D., Director of Talent Acquisition and Policy

Instructions

Please complete the entire form and sign at the bottom of the second page. Each volunteer application must be submitted with **a copy of an approved form of U.S. issued photo ID card** (Current Driver License, State Identification Card, Military ID, Passport, or other U.S. government identification.) An approved application will be valid for all campuses; therefore, only one application is needed per person.

First Name:		Middle Name:		Last Name:	
Maiden Name:					
Street Address:					
City:		State:		Zip:	
Home Phone:		Work Phone:		Cell Phone:	
Email Address:					

Preferred Contact method:	<input type="checkbox"/> Home Phone	<input type="checkbox"/> Cell Phone	<input type="checkbox"/> Work Phone	<input type="checkbox"/> Email
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Date of Birth:		Sex:		Driver License #:	
Other States of Residence:					

Emergency Contact Name:		Phone:	
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Preferred Campus Location(s):	<input type="checkbox"/> CE	<input type="checkbox"/> JJE	<input type="checkbox"/> AVC	<input type="checkbox"/> IMMS
	<input type="checkbox"/> CHS	<input type="checkbox"/> REACH	<input type="checkbox"/> TRUCE	<input type="checkbox"/> Admin

Student Information:	Name:		Grade:		Campus:	
	Name:		Grade:		Campus:	
	Name:		Grade:		Campus:	

FOR OFFICE USE ONLY	Submitted by:	<input type="checkbox"/> CE	<input type="checkbox"/> JJE	<input type="checkbox"/> AVC	<input type="checkbox"/> IMMS
		<input type="checkbox"/> CHS	<input type="checkbox"/> REACH	<input type="checkbox"/> TRUCE	<input type="checkbox"/> Admin
Form #	Notes:				

Volunteer Opportunities (Check all that apply):

	Reading Buddy Program	Applications should be turned in to Administration Building @5228 Ohio Garden Road, 76114. Driver's License copy not needed but will be verified when application is dropped off.
	Athletics	Example: Work at a booth or concession stand
	Cafeteria	Example: Monitor students during meal times, assist with clean-up
	Classroom Aide	Example: Room Mother, cut out materials for teachers, gather supplies, run copies, read to/listen to students read, assist in planning or class work
	Field Trip / Chaperone	Example: Attend a field trip, chaperone a dance or event
	Fine Arts	Example: Assist at performances, stage set-up/decorations
	Nurse's Office / Health Screenings	Example: Assist in directing students, record results
	Library	Example: Assist students with locating books, shelve books, assist with library displays
	Office	Example: Run copies, monitor hallways, file documents, decorate bulletin boards, laminate and cut-out projects; assist with translation
	Special Programs / Events	Example: Assist with carnival, book fair, field day
	Technology	Example: Work in the labs, manage student passwords, log lab computers on and off during the day, enter work orders
Initials:	By initializing, I agree to allow my name and phone number and/or e-mail address to be included in a campus Initial directory that will be provided to campus personnel and CISD committee organizations so that I may be contacted regarding volunteer opportunities.	

Applicant's Certification and Agreement:

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact may prevent me from obtaining a volunteer position or may subject me to immediate dismissal from that position. I authorize Castleberry Independent School District to conduct a background check to verify all data given in this application. I have carefully read and understood the above statement.

Applicant Signature:		Date:	
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CASTLEBERRY INDEPENDENT SCHOOL DISTRICT

5228 Ohio Garden Road • River Oaks, Texas 76114 - 3729 • 817.252.2002
 Myrna Blanchard, Ph.D., Director of Talent Acquisition and Policy

SOLICITUD DE VOLUNTARIO

Instrucciones: Por favor complete este formulario y firmelo al final de la segunda página. Cada solicitud para servir como voluntario debe presentarse con una identificación oficial de los EE.UU. con fotografía. Estas identificaciones oficiales incluyen: licencia de conducir vigente, o identificación expedida por algún estado, identificación militar, pasaporte u otra identificación del gobierno de los EE.UU. La solicitud aprobada será válida para todas las escuelas. (*Lea la nota de abajo acerca del Programa de Compañeros de Lectura)

Nombre:		Segundo Nombre:		Apellido:		
Apellido de soltera:						
Dirección:						
Ciudad:		Estado:		Código postal:		
Teléfono de casa:		de empleo:		Celular:		
Correo electrónico:						
Medio para contactarlo(a):	Teléfono de casa	Celular	de empleo	Correo electrónico		
Fecha de nacimiento:		Sexo:		conducir #:		
Enliste los otros estados donde ha vivido:						
A quien contactar en caso de emergencia:				Teléfono:		
Plantel(es) de su preferencia:	CE	JJE	AVC	IMMS		
	CHS	REACH	TRUCE	Admin		
Información del alumno:	Nombre:		Grado:		Plantel:	
	Nombre:		Grado:		Plantel:	
	Nombre:		Grado:		Plantel:	
Solo para uso de la oficina:	Submitted by:	CE	JJE	AVC	IMMS	
		CHS	REACH	TRUCE	Admin	
Form #	Notes:					

Oportunidades para servir como voluntario (ponga una marca en lo que le interese):

Programa de compañeros de lectura	Las solicitudes se deben entregar en el edificio administrativo, 5228 Ohio Garden Road, 76114. * No se hará copia de la licencia de conducir, pero se verificará su información cuando entregue la solicitud.
Deportes	Ejemplo: Trabajar en un kiosco de apoyo o en un puesto de comida.
Comedor	Ejemplo: Supervisar a los alumnos durante el desayuno/almuerzo, ayudar con la limpieza.
Ayudante en el salón de clase	Ejemplo: Madres colaboradoras, cortar materiales para los maestros, reunir los materiales, hacer copias, leer para los alumnos y/o escuchar a los alumnos leer, apoyar en planear fiestas, leer con un niño, apoyar con los trabajos de clase.
Acompañante durante los paseos	Ejemplo: Asistir a un paseo, ayudar durante eventos o algún baile
Artes	Ejemplo: Ayudar en las presentaciones, decorar o armar escenarios.
Oficina de enfermera/ exámenes de salud	Ejemplo: Ayudar a dirigir a los alumnos, registrar los resultados.
Biblioteca	Ejemplo: Ayudar a los alumnos a encontrar libros, ordenar los libros en los estantes, ayudar en las exhibiciones de la biblioteca.
Oficina	Ejemplo: Hacer copias, supervisar los pasillos, archivar los documentos, decorar los tableros. Laminar y recortar proyectos, ayudar a interpretar.
Eventos/programas especiales	Ejemplo: Apoyar durante los carnavales, ferias de libros, y durante días de campo.
Tecnología	Ejemplo: Trabajar en los laboratorios, administrar las contraseñas de los estudiantes, encender y apagar las computadoras cada día. Entregar ordenes de trabajo.
Iniciales:	Mediante mis iniciales, doy permiso para que mi nombre, número de teléfono y/o correo electrónico, sean incluidos en el directorio de la escuela para que me puedan contactar los miembros del personal del plantel y las organizaciones del comité de CISD con respecto a oportunidades para voluntarios.

Certificado y Acuerdo del Solicitante:

Doy fe que la información entregada en esta solicitud es verídica y completa según mi conocimiento. Entiendo que la falsificación de cualquier declaración u omisión importante, me puede impedir la obtención de un trabajo como voluntario o puede llevarme a la inmediata destitución del puesto que llegara a tener. Autorizo al Distrito Escolar Independiente Castleberry revisar mis antecedentes para verificar toda la información entregada en esta solicitud. He leído detenidamente y entiendo esta afirmación.

Firma del Solicitante:		Fecha:	
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CISD Volunteer Timesheet

Volunteer Name: _____ Campus: _____

Month: Aug Sept Oct Nov Dec Jan Feb Mar April May
 June

School Year: _____

					Campus Use Only Please select one:			
Date	Time IN	Time OUT	Total Hours	Description of Volunteer Activity	Extra-curr icular	Campus Based Needs	Program Support	
Total:				Totals:				

Volunteer Coordinator's Signature: _____

Campus Name: _____

2018-2019 Volunteer Activity Report

Volunteer Name <i>(Last Name, First Name)</i>	September			October			November			December			January			February			March			April			May			June			Total Volunteer Hours
	Campus Support	Program Based	Extra Curricular	Campus Support	Program Based	Extra Curricular	Campus Support	Program Based	Extra Curricular	Campus Support	Program Based	Extra Curricular	Campus Support	Program Based	Extra Curricular	Campus Support	Program Based	Extra Curricular	Campus Support	Program Based	Extra Curricular	Campus Support	Program Based	Extra Curricular	Campus Support	Program Based	Extra Curricular	Hours			
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
TOTALS:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			

CAMPUS TOTALS: Campus Support 0 Program Based 0 Extra Curricular 0 Total Hours 0