

IN PROGRESS



Volunteer Handbook

Created in 2019

-To identify, prioritize and fund SCPA student and faculty needs, unite and incorporate the community into the SCPA family and advocate for the creative and performing arts-

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INTRODUCTION

Welcome to the SDSCPA Family! The San Diego School of Creative and Performing Arts is a tuition-free donation dependent magnet arts school that is committed to providing a quality arts education to all of it's students. Thank you for your interest in becoming a valuable volunteer!

Who is Friends of SCPA?

Friends of SCPA is a 501(c)(3) non-profit organization whose mission is to raise funds for SDSCPA. The Mission of Friends of SCPA is to identify, prioritize and fund SCPA student and faculty needs, unite and incorporate the community into the SCPA family, and

advocate for the creative and performing arts. We are here to:

- 1) support Academic and Arts Programming
- 2) support Professional Guest Teaching Artists and Scholars
- 3) support College and Career Rediness
- 4) support Community Outreach and Development
- 5) support Capital Improvments

We also currently oversee the structure of volunteers at SDSCPA in a way that will be support our teachers and staff. We rely on SDSCPA families to get involved and play an active role in Friends of SCPA. Whether you can serve on the Board of Directors or just drop snacks off, Friends of SCPA has opportunities for you to be involved.

President - Lorayne Sandino

Our **FOSCPA President** is in her second year as chair for our organization. Working alongside SDSCPA, she works in conjunction with the school in pursuing the vision to provide a quality and equitable arts education for all students while maintaining the organization's core values. She is also responsible for presiding at the general Board of Directors meetings, oversees committees, serves as the SDUSD Volunteer Site Coordinator, and attends annual training conferences.

Board Of Directors

The Board of Directors meets once a month and for Spring and Fall General Sessions each year. A full list of meeting dates can be found on www.FOSCPA.org. The Board of Directors collectively make decisions for Friends of SCPA. New members are voted onto the Board each Spring.

How do I Volunteer?

Pick up a Volunteer Packet from the Front Desk, the FOSCPA Office, or download from FOSCPA.org. In order to work with SDSCPA students, ALL paperwork must be completed and turned in.

Do I have to take a TB Test?

No. The district now allows for an Adult TB Risk Assessment Questionnaire to be filled out if you carry no risk of infection. Without either on file, volunteers will not be allowed to work directly with students per district administrative procedure 4595.

Our 2019 Fill the Gap Campaign

You can give a one time donation or set up recurring monthly donations through our online donation page at www.FOSCPA.org. We hope for 100% Parent participation.

Give by Match

Many businesses including corporations sponsor employer matching gift programs. Such programs can double any charitable donation you or your spouse gives to Friends of SCPA on behalf of the school. Please contact info@friendsofscpa.org if you would like a copy of this list.

Community Giving Programs

Other ways to give are through sending in your Boxtops for education, Shopping at Ralphs and Food 4 Less Community Contribution Program, Amazon Smile, and Cars 501(c)(3).

What areas can we be involved in?

FOSCPA has built committees all working towards the same goals. These committees are comprised of Steering and Social groups, all of which need active and committed parents.

Parent Arts Committee:

- Supports the whole of the school as an as-needed volunteer.
- Support in the following ways but not limited to: coordinating Friends Cafe as needed for own mainstage shows, provide stage help/volunteers, hospitality for students.

Friends Cafe:

- The decision making-body for Friends Cafe.
- Monitors menu and pricing.
- Places friends cafe orders online as needed.

Communications:

- Creates bi-weekly Friends Forum newsletter. Constant Contact knowledge is helpful. Newsletters for special events, holidays, and call for nominees.
- Moderates FOSCPA Facebook page, updating campus news and topics of interest to followers of FOSCPA.
- update and make changes as necessary using web-builder, Wix.

Outreach Committee:

- Current projects: Coordinates needs with the “free store” currently in the Nurse's office,revive Operation Fruit bowl.
- Create new projects in conjunction with SDSCPA counseling staff to create joint projects such as: Princess Project Prom Dresses, backpack/school supply drives, Thanksgiving food drive, Christmas “adopt a family” programs, ect.

Governance Committee:

Monitor all governance and compliance issues, such as conducting annual meetings and audits and filing the appropriate paperwork with state authorities. The governance committee makes reports and recommendations to the board on new and evolving compliance matters including policies and procedures. They support and encourage opportunities for board development. Recruits for the Board of Directors. Collects and vets qualifications and time expectations of director candidates.

Events Committee:

Leads types of outreach efforts, such as benefits, mixers, or other fundraising parties and shows, including partnerships with San Diego Rep. Ensures that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective. Identifies and develops relationships with the Arts community and patrons of the arts. Jobs include: Event Planner/Chair, Invitation design, Corporate relations and sponsorship, volunteer coordinator, Public relations, Procurement, Guest experience, entertainment/program,

Grant Committee:

Outside grants writing. External grants are sources of non-repayable funds for FOSCPA. Previous grant writing experience is a must.

Community Giving Committee

Implements campus campaigns for Amazon Smiles, Box Tops, and Ralphs Rewards programs. Monitors and tracks program funds. Works with communications committee on outreach and outcomes.

Financial Committee:

Obligated to create & monitor any and all financial obligations per the laws under a 501(c)3. Members of the Financial Committee would include a minimum of 3 persons: Treasurer, Banker, and Financial Reporter along with any other interested parties. Members of the

Can I be involved Directly with the School Site?

Yes. SDSCPA has a Governance Committee, Safety Committee, and SSC Committees, all of which require parent involvement. Watch for Principal Farson's emails or visit www.sdscpa.org for more information.

How will we communicate with you?

Email/Friends Forum Newsletter

In an effort to save paper, nearly all correspondence will be done via email, not only from us but also SDSCPA. We use Constant Contact as our newsletter host and emails from us will go out bi-weekly. Please make sure we have your correct contact information on file.

Social Media

Right now, the only form of social media that we use on a regular basis is Facebook. You can follow us at <https://www.facebook.com/FriendsOfSCPA>. This site will be updated whenever we have new information.

Website

Our new website is www.FOSCPA.org and will be updated as necessary. All contact information for FOSCPA is found here.

Sign Up Genius

Volunteer opportunities for the year will be placed on Sign up Genius. It will be divided by semesters and will shadow the school calendar for all opportunities to help. Please register and sign up based on your interests and availability.

I still have questions. Can I get more Information?

Yes. Please email Info@FriendsofSCPA.org

