



DATE:

TO: *Enter staff member names here or leave blank and write in by hand)*

FROM: Your name(s) here, your VIPS Building Coordinator(s)

Each year—once in the fall and again in the spring—we will be asking all school staff members to **provide us with a list of current, active volunteers**. In the fall, we'll ask you to provide us with volunteer names as well as their volunteer status and/or role. For example, does the volunteer come in regularly? occasionally? Is the volunteer a room parent? a driver? a mentor? In the spring, we'll provide you with a list and ask that you help update it by listing any volunteers who have begun helping since the fall list was compiled.

This information serves several purposes. First, it helps us keep track of volunteers at our school. It also helps us determine if the volunteer has filled out the necessary paperwork, including the VIPS Volunteer Registration Form and a CORI form. *Drivers, especially, MUST have a current CORI on file.* The information is also used to help track volunteer distribution and to help tally volunteer hours. VIPS uses that data to generate grant proposals, program sponsorships, and—perhaps most importantly—to recognize volunteers at events such as Volunteer Appreciation Week and the annual VIPS Recognition Dinner.

If you have a question about a volunteer, feel free to contact us ([list your contact information here](#)) or call the VIPS office at (508) 548-1621. Once a month, the VIPS office sends an updated report of CORId volunteers to the school office, so feel free to check on a volunteer's status if it is unknown.

*Thank you.*

