



## Volunteer Coordinator Meeting

Wednesday, August 12, 2015

10:15 a.m. – 2:00 p.m.

Hill Country Bible Church – Room 4.114  
12124 Ranch Rd 620 | Austin | 78750

10:00 – 10:15 a.m.	Check-in	<b>HCBC – 4<sup>th</sup> Floor (4.112)</b>
10:15 – 10:30 a.m.	Welcome Volunteers	<b>Shannon Lombardo</b> LISD Director, Community Relations
10:30 – 10:45 a.m.	Handbook Review	<b>Shannon Lombardo</b> LISD Director, Community Relations
10:45 – 11:30 a.m.	VC Power Point New Logo & Branding Badges Tracking Hours T-shirts	<b>Shannon Lombardo &amp; Tammy Bird</b> LISD School/Community Relations
11:30 – 11:40 a.m.	Peachjar & Flyers	<b>Laura Weiss</b> LISD Marketing Specialist
11:45 a.m. – 1:15 p.m.	Lunch (provided) & Learn	<b>Malinda Golden</b> LISD Assistant Superintendent, School Improvement
1:15 – 2:00 p.m.	Website Training	<b>Ed Downs</b> my-pta.org - <a href="#">Click Here 2 Volunteer</a>

### FAQ

**Q: How long does it take to process a volunteer?**

**A:** Allow 3 business days for processing.

**Q: Where can I find a list of my volunteers?**

**A:** A current list will be uploaded to your campus Volunteer/PTA webpage every 2-3 days.

**Q: How do I acquire badges for my volunteers?**

**A:** When the volunteer has been approved, an email is generated from your campus Volunteer/PTA site with a link for the volunteer to print their badge at home and bring with them to the campus.

**Q: What if the volunteer does not have a printer?**

**A:** They will be able to log-in to a computer in their campus library and print their badge from there.

**Q: Does the badge need to be printed in color?**

**A:** No, black & white is acceptable

**Q: Do I have a campus mailbox?**

**A:** Yes, it should be located in your campus mailroom. If it's not, check with your campus receptionist or admin assistant for location.

### Training Opportunities

**My-pta.org website training - TODAY**

August 12, 1:15 p.m. – 2 p.m.