



Unit

Volunteer Services

Handbook

Florida Retired Educators Association

FLORIDA RETIRED EDUCATOR'S ASSOCIATION

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FREA VOLUNTEER SERVICES COMMITTEE

The FREA Volunteer Services Committee encourages FREA members to continue their public service by providing and encouraging opportunities to serve their local communities as retired educators. Local Units are encouraged to participate in FREA statewide projects like The Margaret Poppell Project for Literacy, but Units are also encouraged to create your own service projects and to ask members to track volunteer hours they complete on an individual basis.

Note: While FREA considers time spent caring for grandchildren, elderly parents, or other family members as very important, these activities are family obligations and would not qualify as volunteer hours.

By tracking volunteer hours, you can ensure that volunteer programs are helping to achieve the objectives of FREA.

Responsibilities of Local Unit Volunteer Services Chairman

- Encourage members to become volunteers in their communities. Remember to emphasize opportunities that encourage literacy. Keep them informed of opportunities in your local area
- Ask members to keep track of their volunteer hours and submit them to you either monthly or annually by the end of February. **With Our Youth** hours may qualify for recognition by AARP, so please report them separately if possible.
- Attend all meetings of your local unit and work with the unit president and executive committee to develop and support local volunteer projects.
- **Complete the Unit Volunteer Services Report and Unit Volunteer of the Year Nomination form and submit to your District Chairman by March 15th.**
- **Encourage 5th Grade students, Teachers and Administrators to participate in the 5th Grade Essay Contest.**
- **The 5th Grade Essay Contest Cover Page must be completed in its entirety with an attached student photo and updated home address.**
- **Participate in a TBA conference call in November.**
- **Email your contact information to the State Chairman by November 1st. Contact information should include the following:**

Name

Position

Local Unit

District

Address

City/State/Zip

Home Phone

Cell Phone

E-mail

Responsibilities of District Volunteer Services Chairman

- Keep your local unit chairmen up to date on your contact information and pass any local information and/or contact changes on to FREA and the State Chairman in a timely manner.
- Review annual data reported to you by local units and send to state chairman for data compilation **Due to State Chairman April 1st**.
- Select one winner for Volunteer of the Year from local submissions. You may wish to do this by committee. Be sure to notify your District winner of his/her selection so that he/she may register for the Convention if not already done so. **Due to State Chairman April 1st**.
- Select one winner from entries submitted for the 5th Grade Essay Contest **Due to State Chairman April 1st**, if you have participating units.
- Ensure that the winner's photo is attached.
- Turn in all completed Volunteer Services reports to the State Chairman on time **(By April 1st)**
- **Participate in a TBA conference call.**
- **Email your contact information to the State Chairman by November 1st. Contact information should include the following:**

Name

Position

Local Unit

District

Address

City/State/Zip

Home Phone

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Procedures for Reporting

Volunteer Hours

1. Unit members keep a record of individual hours (**January thru December**) and report to **UNIT** Volunteer Services Chairman
2. **UNIT** Volunteer Services Chairman fills out unit form and records unit hours. Total unit hours **AND** the number of people reporting are sent to the **DISTRICT** Volunteer Services Chairman by **March 15**
3. **DISTRICT** Volunteer Services Chairman will review and send the local report form to the **STATE** Volunteer Services Chairman for data completion by **April 1**.
4. The **STATE** Volunteer Services Chairman compiles the final report

Volunteer of the Year

1. Unit makes the selection, fills out the nomination form and sends the nomination to the **DISTRICT** Volunteer Services Chairman by **March 15**,
2. **DISTRICT** Volunteer Services Chairman selects ONE (1) member to represent the district. Please use the current form, available on the FREA web site. The District nominee is sent to the **STATE** Volunteer Services Chairman by **April 1**.
3. The **TEN (10) District Winners** will be recognized at the state convention.

5th Grade Essay Contest (optional)

1. Units may choose to participate and have a local chairman coordinate this literacy project. It must still go thru the local unit Volunteer Services Chairman.
2. One Essay is to be selected and sent in with the unit annual report to the **District** Volunteer Services Chairman; due **March 15**
3. A "Tool Kit" is available at www.frea.org in the forms section, to assist you with the Essay Contest

Please:

Use the correct forms
Fill out forms completely
Send forms to the correct people
Send forms on time*

**Note: Late submissions may not be considered for awards*

If we all follow these procedures, it will make everyone's job easier.

Updated Forms are available at www.frea.org in the "forms" section

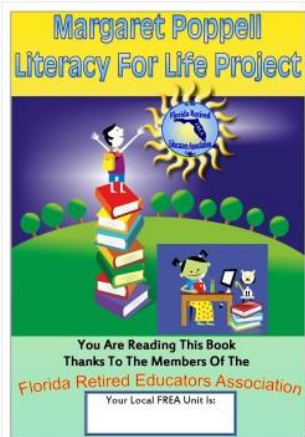


Margaret Poppell Literacy For Life Program

"How wonderful it is that nobody need wait a single moment before starting to improve the world." ~Anne Frank

In 1986 Margaret Poppell may have retired from teaching, but she never retired from improving the lives of others through her love of literacy. That tradition continues with the creation of the Margaret Poppell Literacy For Life Program. This ongoing program is designed to supply new books to grades k/5 in Florida school districts working with each unit's local schools. This is a fitting tribute for a woman who has dedicated her life to spreading the gift of literacy to those young and old.

This bookplate is available to be used by the units to identify them and the FREA as the donors.



Local Units may use this bookplate (available from FREA) to encourage Literacy in their communities and expand upon the program to meet the needs of their communities.

Units are encouraged to collect children's books for distribution in their local schools. Select a school or schools to receive your donated books. This should be reported on your annual form due March 15th.

5th Grade Essay "Tool Kit" is available at www.frea.org

RESOURCES

Florida Retired Educators Association (FREA) <http://www.frea.org/>

With Our Youth information:

American Association of Retired Persons (AARP)

<http://www.aarp.org/> and <http://states.aarp.org/category/florida/>

National Retired Teachers Association (NRTA)

<http://www.aarp.org/about-aarp/nrta/>

Create the Good <http://createthegood.org/>

Florida Literacy Coalition Hotline: 1-800-237-5113

<http://floridaliteracy.org>

Reading is Fundamental (RIF) Phone: 1-877-RIF-READ

<http://www.rif.org/>

FREA Fifth Grade Essay Contest

<http://www.frea.org/>

Margaret Poppell Literacy for Life Project

<http://www.frea.org/>

Note: The U.S. government's Bureau of Labor Statistics has determined the way to value volunteer time. The value of volunteer time is based on statistics for non-agricultural labor. The following website will determine volunteer value in your area: www.independtsector.org and follow the research tab to the link to the "dollar value of volunteer time".