**Burns Science and Technology Charter School**

**Comprehensive Family Volunteer Engagement & Tracking Plan**

**2025–2026 School Year**

**I. WHY THIS MATTERS: THE FUNDING GAP**

**Burns Receives Less Per Student**

* Burns Sci-Tech receives $8,222 per student annually; Volusia County District Schools receive $10,622 per student annually. That’s a $2,400 per student shortfall, totaling nearly $2.64 million in underfunding for our school community

**How Families Can Help Bridge the Gap**

* If each of our families contributed just **10 volunteer hours per year, per student**:
	+ **11,000 total hours**
	+ Valued at $31.80/hour = **nearly $350,000 in equivalent support**

**II. THE VOLUNTEER PROGRAM**

**Goals**

* Create a culture of volunteerism where families are encouraged and empowered to participate and become stakeholders in student success
* Provide information to our school community so they are better educated on how our school receives funding and why volunteerism is so vital for our continued success.
* Build deep family engagement with flexible, meaningful volunteer opportunities.
* Create a clear path to view, sign up for, and track volunteer opportunities.
* Offset budget shortfalls through non-monetary support.
* Recognize and express gratitude for

**Legal Compliance**

* Volunteer hours **cannot be required** as a condition for enrollment.
* We **do not allow monetary buy-outs** of volunteer time (though we will always accept donations!)

**III. EXPECTED FAMILY PARTICIPATION**

| **Family Type** | **Suggested Annual Hours** |
| --- | --- |
| One student | 20 hours |
| Two or more students | 30 hours |
| Single-parent/guardian households | 10 hours |

**IV. VOLUNTEER OPPORTUNITIES**

**On-Campus**

* Classroom assistance
* Traffic/Morning and Afternoon Duty
* Front office help
* Cafeteria assistance/Lunchroom Duty
* Campus clean-ups
* Test proctoring
* Photocopying/class preparation
* Field day or school events
* Field trip chaperoning

**Leadership & Extracurriculars**

* Coaching (sports, robotics, etc.)
* Club leadership (STEM, chess, art, etc.)
* ENO (PTO) participation
* School Advisory Council
* Athletic Booster Club
* Serve on the Board of Directors

**Off-Campus or At-Home**

* Create learning materials at home
* Coordinate donations or sponsorships
* Grant writing assistance
* Wrangler’s Ball Support & Other fundraising opportunities

**Professional & Community Involvement**

* Host a company tour (in-person or virtual)
* Be a guest speaker in class
* Help with resume reviews or interview workshops
* Support student development programs (Entrepreneurship, The Great Shake)
* Virtual mentoring for high school students

*We encourage parents to* ***focus their time in one specific area*** *so they can build connections and take ownership.*

**V. VOLUNTEER TRACKING SYSTEM**

We propose launching a **custom Google Form + Google Sheet system** to make volunteer hour logging easy and transparent for families. This will be linked on the volunteer page of the website.

**Google Form Setup**

**Form Title:** Burns Sci-Tech Volunteer Hour Log
**Fields:**

* Parent/Guardian Name(s)
* Phone Number
* Email
* Student Name(s) & Grade(s)
* Date of Volunteer Activity
* Name of Activity
* Total Time Contributed (in hours)
* Area of Involvement (dropdown list)
* Staff Member/Event Reference (optional)

**Form Features:**

* Confirmation message and email sent to parent after submission
* QR code available for on-site sign-ins
* Link posted on the school website's Volunteer Hub

**Google Sheet Integration**

* All submissions populate into a linked Google Sheet
* A **pivot table** or formula tab calculates total hours per family
* A “dashboard” tab tracks schoolwide totals and top contributors
* Data can be used for quarterly updates and leaderboard-style recognition of those families who meet and exceed suggested hours.

**VI. LOGGING & RECOGNITION**

**How to Log Hours**

* Families submit via the **Google Form** anytime
* Encouraged to log after each activity or weekly
* Verification is **optional**; we use an honor system but allow for staff reference

**Recognition for Volunteers**

| **Level** | **Recognition** |
| --- | --- |
| 20+ hours (or 10+ for Single Guardians)  | Featured in newsletter and on website |
| 30+ hours | Invite to Volunteer Appreciation Breakfast |
| Top 3 families | VIP Parking & School Swag & Featured recognition |

**VII. ROLLOUT STRATEGY - Implementation Timeline**

| **Phase** | **Action** | **Target Date** |
| --- | --- | --- |
| 1 | Board Approval | May 2025 |
| 2 | Google Form & Sheet Creation | Summer 2025 |
| 3 | Launch Volunteer Hub Web Page | July 2025 |
| 4 | Orientation to Families (Email + QR Signage) | August 2025 |
| 5 | Program Launch | August 2025 |
| 6 | First Recognition Event | December 2025 |

**Communications Plan**

* **Build out Volunteer Page on Website:** Include information on volunteer opportunities, expected guidelines, tracking, FAQs, etc.
* **Create Volunteer Guide**
* **Parent Email Blast:** Introducing the plan and tracking process
* **Live Demos:** At open house or ENO meetings
* **Quarterly Reminders:** With hour summaries and new opportunities
* **Finalize Policy**

**Contact**

**Volunteer Questions:** communications@burnsscitech.org
**Website:** [www.burnsscitech.org/volunteer](http://www.burnsscitech.org/volunteer)