



Parent Volunteer Program Guidelines

Introduction

The Parent Volunteer Program is a very important aspect of the Pennington experience. This program allows and encourages parents to be an active part of their students' education.

Service is a core value of the Pennington community and an important part of our Parent Volunteer Program. By volunteering, parents support our students, strengthen school activities, and model meaningful service. While families are expected to meet their volunteer hour commitment by the deadline, we encourage participation throughout the year and welcome those who wish to go beyond the minimum requirement.

To access to our building all visitors to Prince William County Public Schools must present one of the following current, valid, unexpired, government-issued photo IDs: United States (U.S.) or Foreign Driver's License; U.S. or Foreign Government ID; Military ID; Department of Motor Vehicles Photo ID; Passport; Permanent Resident Card (Green Card); or Re-entry Permit.

All families must adhere to the Pennington Guidelines and the [Guidelines to Volunteer in Prince William County Schools](#).



Parental Requirements

Parents/Guardians are required to complete **10 school-related volunteer hours per child**, as outlined in the enrollment contract. Volunteer hours are capped at 40 hours per family.

Hours are tracked using your **Parent Pick-Up Number (PPU#)**, a unique family number used throughout your time at Pennington.

Families who do not meet the required hours by the published deadline may be subject to a review for continued enrollment as students at Pennington requiring a return to their designated base school, in accordance with school policy.

Confidentiality

Volunteers must understand that information based on contact with students, staff, or others at school is considered confidential and may not be used in conversation at school or outside of school. Students and their parents have the right to expect that the student's conduct, classroom performance and achievement, and other characteristics of the student will not be the subject of rumor or gossip.

Guidelines for Volunteering


- ALL adult volunteers must have an active Raptor account. During instructional hours, volunteers are required to sign in and out at the front office and present a photo ID for security purposes.
- All hours must be earned and logged by the last day of school.
- Parent Volunteer hours must be completed on the Pennington School campus unless otherwise approved for a school-sponsored, staff- or PTO-directed off-site activity. Volunteer hours for non-Pennington events will not be counted.
- A minimum of 50% of the hours must be completed in person.
- No more than 50% of required hours may be completed through donations.
- Hours will be awarded for donating to the school or PTO when requested and specified.
- When making donations or assisting a staff member, confirm volunteer hour credit with the person in charge if it is not clearly stated. Do not assume credit based on other experiences.
- For PTO members, no more than 3 (three) PTO/Advisory Council meetings will be credited as volunteer hours.
- Attendance at school or social events does not count as volunteer service (e.g., attending a Back to School Night). Only active support (e.g., planning, setup, or cleanup) qualifies for volunteer hours.
- "Volunteer Hours" are credited to parents, and "Community Service Hours" are credited to students. Parents must not record volunteer hours that should be for students or duplicate them for both.
- Volunteers may not bring their children or other children with them when working in the building.
- Families are eligible to volunteer up to 3 times per month for the Dining Hall to give all the families the opportunity to sign up.
- Consider taking part in the Legacy Watch Program to volunteer 7 hours in one day.
- Volunteer opportunities are sent by email by staff members or PTO from the beginning of the school year. We recommend keeping an eye out for them, as registration fills up quickly.

Raptor Accounts & Volunteer Hour Tracking

Pennington uses RAPTOR to conduct background checks and track volunteer hours. All adult volunteers must have a Raptor account and use a unique email address. Volunteers without an account will be asked to create one when checking in at the front office.

Volunteer time completed on campus is automatically logged through Raptor. Hours completed outside the school day or off campus must be entered manually in the Raptor Volunteer Portal. Families are responsible for ensuring all volunteer hours are accurately reported.

STEPS TO CREATE A RAPTOR ACCOUNT

Create a Volunteer Raptor Account by visiting the website [Raptor Tech](#) or scanning the QR code. 
Make sure to read the instructions below before creating your account.



- 1) Complete Personal Information
- 2) Select Pennington Traditional School as the school at which you wish to volunteer
- 3) Indicate ways in which you would like to volunteer. We recommend choosing all options in case some time is needed
- 4) Select "None" when being asked for an associated organization

Please select the organization(s) on behalf of which you are volunteering (if not applicable, select "None")

Organizations associated with all schools


Big Brothers / Big Sisters YMCA None

- 5) Provide your signature and your account will be created
- 6) You will receive an email from Raptor to set your account password
- 7) You are all set!

UPDATE HOURS MANUALLY

- Follow [Raptor directions.pdf](#) or scan the QR code to know how to log hours manually. 



- Logging to the [Raptor Portal](#), you will access your volunteering record and add any additional  hours that happen outside the school day/building, or donations.

Do not hesitate to contact our Parent Liaison or call the office for any question you may have.

We welcome your suggestions and feedback on the Parent Volunteer Service Program. The diligent efforts of our families help Pennington stand out from the crowd.

We appreciate parents' efforts to collaborate and volunteer at the school!

Pennington Traditional School - Proud House of the Blue Jays

