



## **Certified Volunteer Professional Development Course**

May 24, 2007 and May 25, 2007  
10:00 a.m. -1:00 p.m.

### **SCHOOL VOLUNTEERS**

**Volunteers will receive free finger printing, ID badges, and door prizes!!  
Lunch Served**

Miami-Dade County Public Schools is offering a certification program for volunteers that will prepare them to work directly with school principals, assistant principals, teachers and volunteer coordinators.

**Sheraton Mart Hotel  
711 NW 72<sup>nd</sup> Avenue  
Miami, FL 33126**

**Thursday, May 24, 2007  
10:00 a.m. – 1:00 p.m.  
Lunch Served  
South Side**

The Certified Volunteer Program is an opportunity for you to raise your most dedicated and reliable volunteers to a level where they can better serve your students and staff. Make your recommendations early, as space is limited.

**Nova Southeastern  
University  
1750 NE 167<sup>th</sup> St.  
N. Miami Beach FL 33162  
Friday, May 25, 2007  
10:00 a.m. – 1:00 p.m.  
Lunch Served  
North Side**

***In order to be considered for the Certified Volunteer Program, a volunteer must:***

- ✚ Be recommended by Principal or Volunteer Coordinator**
- ✚ Be registered as a school volunteer (fingerprinting will be conducted )**
- ✚ Understand general school district guidelines regarding all volunteer programs.**
  
- ✚ Be needed in the school to perform specific tasks, such as:**
  - Assisting the Volunteer Liaison in managing the volunteer program
  - Assisting Media Specialist
  - Providing assistance in the office
  - Helping teachers and staff on programs and projects
  - Working with Dade Partners and other community outreach
  - Working with parents who are new to the school
  
- ✚ Be a positive and proactive representative of the school and district**
- ✚ Have a true and sincere desire to assist the administration in doing that which is in the best interest of the education of ALL the students**

Please RSVP your school volunteer by May 23, 2007 by using the attached application and  
**Emailing it to [Ibanez5@dadeschools.net](mailto:Ibanez5@dadeschools.net)**  
Space is limited.

## Certified Volunteer Professional Development Course

School: \_\_\_\_\_ Date \_\_\_\_\_

**Name:**

Last \_\_\_\_\_ First \_\_\_\_\_

Volunteer  
ID Number \_\_\_\_\_

**Please select location:**

Nova Southeastern University  
1750 NE 167th Street, NMB  
**Thursday, November 9, 2006**  
10:00 a.m. until 1:00 p.m.

Sheraton Mart Hotel  
711 NW 72nd Street, Miami  
**Wednesday, November 15, 2006**  
10:00 a.m. until 1:00 p.m.

Name of recommending administrator or designee \_\_\_\_\_ Title \_\_\_\_\_

Please email to [Vibanez5@dadeschools.net](mailto:Vibanez5@dadeschools.net)  
Or fax to 305-995-4269 attn: Vanessa Ibanez

*You will be notified within 24 hours with confirmation for attendance*

