

Volunteer Culture Starter Checklist

Phase 1: Get Organized

- Clarify goals for this year (e.g., “10 parents per month in recurring roles”).
- Identify 3–5 micro-volunteer roles (library, recess, reading, office help, etc.).
- Meet with administration to align on where parent help is most valuable.
- Decide how you’ll manage sign-ups and communication (e.g., ClassroomParent).
- Define who is responsible for volunteer coordination (name at least one owner).

Phase 2: Launch Micro-Opportunities

- Write clear, friendly descriptions for each volunteer role.
- Set time windows (e.g., Fridays 9–10am, or 30-minute recess blocks).
- Enable easy, mobile-friendly sign-ups.
- Encourage volunteer pairs in your messaging.
- Run a 4–6 week pilot and gather feedback from parents and staff.

Phase 3: Remove Friction

- Send sign-ups directly to parents (don’t make them go hunting for a link).
- Turn on automated reminders before each shift.
- Show who else is signed up to reduce anxiety.
- Provide simple “What to expect” notes for each role.
- Make it easy to cancel or swap shifts without guilt.

Phase 4: Grow the Culture

- Share success stories and thank-yous in newsletters and meetings.
- Ask teachers where additional help would be most meaningful.
- Add one or two larger volunteer events after micro-roles feel stable.
- Review what’s working quarterly and adjust roles or communication.
- Celebrate milestones (e.g., “100+ volunteer hours this semester!”).