

**ADMINISTRATIVE CIRCULAR NO. 19**  
Office of the Superintendent

**SAN DIEGO CITY SCHOOLS**

**Date:** September 6, 2005

**To:** All School Principals

**Subject:** Designation of Partnership Liaison and Volunteer Coordinator

**Department and/or Persons Concerned:** Principal, Partnership Liaison, Volunteer Coordinator

**Due Date:** October 10, 2005

**Reference:** None

**Action Requested:** Complete Partnership Liaison/Volunteer Coordinator Designation Form

**Brief Explanation:**

In order to enhance your community outreach efforts, it is requested that every school site designate a staff member as a partnership liaison and/or volunteer coordinator. (Many schools designate one staff member to serve as both.)

This designation is important. A comment often heard from community volunteers is their desire to feel a connection to a single person at a school site. The designated staff member(s) will serve as the “point person” for the volunteer and/or partnership program. Training is available for new volunteer coordinators and a “Partnerships in Education Overview/Agreement Renewal Workshop” for principals and partnership liaisons will be offered on two dates: **Wednesday, October 26, 2005, and Thursday, October 27, 2005**, from 4 to 5 p.m., in the Eugene Brucker Education Center auditorium.

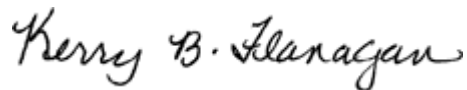
Based on successful community outreach models within the district, the following criteria may be helpful in selecting a staff member to handle the responsibilities of the partnership liaison and/or volunteer coordinator:

- Ability to promote communication and establish and maintain effective working relationships with business/community groups and parents to encourage advocacy, cooperation, participation and support of district and school programs.
- Knowledge of the culture, climate and socio-economic issues of the school and its community.
- Ability to promote the volunteer and/or partnership program through flyers, newsletters, etc., and provide timely responses to community inquiries.
- Ability to create a welcoming atmosphere in the school.
- Strong organizational skills and the ability to maintain records.
- Ability to read, apply and explain rules, regulations, policies and procedures for school volunteers.

Please designate a staff member as a partnership liaison and a volunteer coordinator, complete the attached form and return it to the Community Relations Department, Eugene Brucker Education Center, Room 2121, or fax (619) 725-5599 by **Friday, October 14, 2005**. For assistance or questions, contact the Community Relations Department at (619) 725-5592.

Janet D. Delaney  
Director  
Community Relations Department

APPROVED:

A handwritten signature in cursive script that reads "Kerry B. Flanagan".

Kerry Flanagan  
Chief of Staff

JDD:kg

Attachment

Distribution: Lists A, D, E, and F

**SAN DIEGO CITY SCHOOLS  
COMMUNITY RELATIONS DEPARTMENT  
Partnerships in Education, Volunteer Program, Service Learning**

**2005-2006 PARTNERSHIP LIAISON AND VOLUNTEER COORDINATOR  
DESIGNATION FORM**



**PARTNERSHIP LIAISON**

Please identify the Partnership Liaison at your school site.

School \_\_\_\_\_

Partnership Liaison \_\_\_\_\_

Position (Job Classification) \_\_\_\_\_

Telephone ( \_\_\_\_\_ ) e-mail Address \_\_\_\_\_

Are you new to the position?     YES                       NO

Do you need training?             YES                       NO

A special workshop is being offered on two dates: **Wednesday, October 26, 2005** and **Thursday, October 27, 2005** from 4 to 5 p.m. in the Eugene Brucker Education Center auditorium.

I will attend the special workshop:      October 26, 2005     YES                       NO

October 27, 2005     YES                       NO

I would like to set up an individual training:                       YES                       NO

**VOLUNTEER COORDINATOR**



Please identify the Volunteer Coordinator at your school site.

School \_\_\_\_\_

Volunteer Coordinator \_\_\_\_\_

Position (Job Classification) \_\_\_\_\_

Telephone ( \_\_\_\_\_ ) e-mail Address \_\_\_\_\_

Are you new to the position?     YES                       NO

Do you need training?             YES                       NO

**RETURN BY FRIDAY, OCTOBER 14, 2005, TO COMMUNITY RELATIONS DEPARTMENT,  
EUGENE BRUCKER EDUCATION CENTER, ROOM 2121, OR FAX (619) 725-5599.**