



Deadline to report your school volunteer time is June 30

If you volunteered at a K-12 school, college or university between September 01, 2007 and June 30, 2008, please record your time NOW to take advantage of the Volunteer Matching Grant Program for schools.

Schools often miss getting a check because employees don't think their 1 or 2 hours will count. It is important you record ALL of your school related volunteer time, as hours are combined with other employees who may also volunteer at that same school. The minimum check your school can receive is \$200; there is not a maximum for schools.

Wait a minute... why are you asking me to record school related hours now? Intel wants to help you earn cash for your school AND your favorite non-profit organization, which is why we expanded the matching grant program to include both. [Learn more](#)

Since our employees enjoy getting checks to the schools in the fall, we need you to report your education related hours by June 30, (this is a month earlier than in previous years). That way we can get a check to the schools by October of this year. But you still have until December 31 to record your non-school related hours in the database to earn a grant check for you favorite non-profit.

How to report school volunteer hours

1. Go to <https://www.easymatch.com/intelinvolved/default.asp>
2. Click **Report Hours**
3. Click **Report Individual Hours** for CMP classroom/projects/jobs volunteer hours
4. Select one of these options to **designate hours to your school**
 - a. **Search the database for school or non-profit/NGO charitable organization where you volunteered.**
 - b. **Select from a list of organizations where you have previously volunteered.**
5. When at **Report Individual Volunteer Hours** enter to following information and click Submit:
 - a. **Name of program/event or 2009 -2010 Volunteer Matching Grant Program**
 - b. **Volunteer Activity (Drop Down Menu)**
 - c. **Project Start Date**
 - d. **Project End Date**
 - e. **Number of Hours**
6. **Volunteer Hours Confirmation Page** will ask you to review the information.

a. Click on check box to confirm

7. When you get to **Confirmation of Recorded Individual Hours** ...you are done!

Some eligible volunteer hours for schools include:

1. coaching your schools teams
2. Music and art
3. Mentoring, tutoring, reading, library, office support
4. Board membership on the PTA/PTO
5. Crossing guard (non-paid)
6. Field trips
7. Science clubs, fairs, festivals
8. Participating in Career Day
9. Helping with graduation and award ceremonies
10. Banquets and more...

Sorry, but we can't include fundraising activities as volunteer time.

Report Individual Volunteer Hours

Please enter information regarding this project.

Organization Name California Montessori Project - Shingle Springs

Event Description

Name of program/event*

Volunteer Activity*

Project Start Date* 

Project End Date* 

Number of hours volunteered*

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Program Statistics

FM PC Pal Program Statistics

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CURRENT SCHOOL YEAR -

2008/2009 FM program statistics:

- 40 schools signed up
- 1000 students were served
- 1100 employees volunteered
- **TBD** hours were recorded
- Earning \$**TBD** in VMGP Funds
- **TBD**% of the money through the volunteer matching grant program were earned through this program

PREVIOUS SCHOOL YEARS

2007/2008 FM program statistics:

- 26 schools signed up
- 782 students were served
- 740 employees volunteered *Our goal is to have a 1:1 ratio of students to volunteers
- 40,761 hours were recorded
- Earning \$407,610 in VMGP Funds
- 60% of the money through the volunteer matching grant program were earned through this program

2006/2007 FM program statistics:

- 27 schools signed up
- 811 students were served
- 695 employees volunteered *Our goal is to have a 1:1 ratio of students to volunteers
- 38,094 hours were recorded
- Earning \$380,800 in VMGP Funds
- 63% of the money through the volunteer matching grant program were earned through this program

2005/2006 FM program statistics:

- 26 schools signed up
- 737 students were served
- 726 employees volunteered * Our goal is to have a 1:1 ratio of students to volunteers
- 37,279 hours were recorded
- That is \$372,600 in VMGP Funds
- 60% of the money through the volunteer matching grant program were earned through this program

2004/2005 FM program statistics:

- 24 schools registered
- 705 students were served
- 699 employees volunteered *Our goal is to have a 1:1 ratio of students to volunteers
- 28,243 hours recorded
- Earning \$282,400 in VMGP Funds
- 39% of the money through the volunteer matching grant program were earned through this program

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VolunteerResources

Volunteer Resources

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PC PALS VOLUNTEERS:

The PC Pals program typically goes from September – June (a typical school year). Individual school start times will depend on whether the school is on a traditional or year-round schedule.

There are ~40 schools in the program at a given time. Each school has an Intel Volunteer who leads the school through the program - matching up students to Intel volunteers, tracking hours, coordinating the "meet and greet" visits and answering any questions you may have about the program.


Each volunteer earns 1.5 hours a week. Over the course of the year, this averages about 60 hours or \$600 in VMGP funds awarded to your PC Pal school as our way of saying thanks to the students, teachers, and administrators for allowing our employees to support their education programs.

Roles & Responsibilities:

- Submit **Background Investigation form** (every other year)
 - You must completely fill out the 10 year address history. COMPLETE means a full address (street number, street name, city, state, zip) for current residence and city, state & zip code for all other addresses.
 - **Sign front and back of form**
- Sign up for a school participating in the PC Pal Program
- Attend the kickoff meeting for information on the program
- You must work at the Campus that you are participating in.
- ***Commitment to the program for the entire school year. This is important!*** The student needs the volunteer's support throughout the entire school year. Stress the importance of education for future success and the hands-on experience with computers/e-mail. The Intel volunteer is a mentor for the student for encouragement, support and guidance.
- ***E-mail twice a week.*** Topics for discussion: school subjects, education, hobbies, family and general, everyday topics. Go to "Suggested List of Email Topics" in the links above or ask your team lead for the complete list.
- Correspond from Intel e-mail address to the student's school e-mail address. Students must email from their school location and during normal school hours. No student may email from their home or any location other than the school.
- All email correspondence should not contain attachments or URLs.
- Do not share personal information. Please do not include signature files.
- Report any issues/problems to the Team Lead.
- ***Attend mandatory gatherings*** between the volunteers and the students. The kids are counting on meeting you!
- Purge student's emails at the end of the school year.
- Acting as backup for the Team Lead if requested

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Folsom PC Pals Roles & Expectations


1 Intel Confidential

The Goal

- Improve volunteer experience

The Plan

- Set clear expectations for:
 - Volunteers
 - Students
 - Teachers
 - Team Lead
- Recognize / Reward
- Survey




2 Intel Confidential

Expectations for Volunteers

- Program Timeline
 - Approximate timeline of sign up/BI forms/Email start/Email finish/F2F's
- 2 Emails per week
 - Both volunteer and student – regardless of whether you received a new email or not
- Email content / length
 - Paragraph regardless of student length
 - Show volunteers where the ideas are
- Email quality
 - Complete sentences, correct spelling
 - Understand the students may not do a great job with this

Volunteers do not necessarily have the time; they just have the heart. ~Elizabeth Andrew




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Expectations for Volunteers (cont.)

- Email policy (do's and don'ts)
 - No pictures or email links
 - No phone numbers / address
 - Edit signatures accordingly
 - No sexual content
 - Gaggle.net – helpful tool
- Notify team lead if emails not received - \$ value
- Must review guidelines on PC Pals web site
- Fill out surveys

The world is hugged by the faithful arms of volunteers. ~Everett Ruess




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Expectations for Students

- Quality of email
 - Spell check
 - Attempt to use proper grammar, punctuation, spelling.
 - No TXT lingo
 - Answer questions asked, continue the conversation
- 2 emails per week


Volunteers don't get paid, not because they're worthless, but because they're priceless. ~Sherry Anderson



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Recognize/Reward

- Student recognition for good emails
 - Nominated by Intel volunteer
 - Examples shared with other schools, names removed, edited for personal content
- Follow criteria for "good" content from student expectations
- School award system or certificate
- Email of the week/month/year
- Special Intel award (something small)



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Expectations for Teachers

- 2 emails per week
- Suggestion: Topic of the week
 - List of topics can be provided
- Copy teacher on emails for tracking or use Gaggle
- Inform team lead of change in schedule / events or students extended absence
- Inform team lead if students not receiving emails
- Emails linked to grade / extra credit / incentive
- Communication is key

Act as if what you do makes a difference. It does. ~William James



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Expectations for Team Lead

- Responsible for recruitment
- Communicate with volunteers and teachers
- Notify teacher who their student's PC Pals are (give them the list)
- Push to get the GTKY from the teacher, volunteers use it for topic ideas
- Monthly status checks with volunteers

We make a living by what we get, but we make a life by what we give. ~Winston Churchill



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Expectations for Team Lead (cont.)

- Attain school holiday schedule
- Adjust VMGP hours if school agreement is 1 email per week
- Meet with your volunteers to go over program / expectations
- Make this a good experience for your volunteers
- End of year thank you certificates
- Track BI and Mentorship forms
- Privacy form (for taking pictures of students)

Education's purpose is to replace an empty mind with an open one. ~Malcolm Forbes



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Survey

- Survey volunteers at end of year
 - How much did you enjoy it?
 - Would you do it again?
 - Would you recommend to a friend?
 - Communication with the Team Lead?
 - Areas for improvement
 - Open text field



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Info

- PC Pals Home Page: <http://goto/pcpals>
- <http://intelinvolved.intel.com/ca/PC%20Pals/pcpalshome.htm>
- Go to team lead forms & resources



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PC Pals

Arizona
Folsom
Malaysia
Santa Clara

Intel Involved

II database
VMGP
Corporate Affairs

PC Pals - California

PC Pals is an email mentoring program where Intel employees email a student twice a week. You will encourage, inspire and guide young people throughout the school year. You will make a huge impact on their lives! All Intel employees are eligible to participate. PC Pals is an Intel Involved sponsored program, and all activities must be approved by Corporate Affairs.

[Sign Up](#)
[Statistics](#)
[Team Leader](#)
[Volunteer Tools](#)

Folsom PC Pals program coordinators

Tammy Myers
Monica Eisel

Santa Clara PC Pals program coordinator

Bernie Reeber

Message from PC Pals Executive Champion

Tammy Cyphert, Vice President Sales & Marketing Group & Director of Operations, Intel Americas

We did it last year! We exceeded our goal of **1000 PC Pals volunteers in 2008**, and we couldn't be more excited. As you can imagine, this made an incredibly positive impact on our schools and more important for the children who participated at their schools. Each year we have more schools who would like to participate in our program. To serve more schools however, we need more Intel PC Pals volunteers.

By taking time each week during the school year to email once or twice with your PC Pal, you will help local school children learn how to use email communication and how to effectively converse with an adult. You will also have an opportunity to answer many kinds of questions such as, "How did you choose your college?" "How did you choose your occupation?" "What was the hardest thing for you as you transitioned to High School?" Your answers can provide inspiration and direction. You will find the interactions as rewarding as I know the children do.

Our goal for the 2009/2010 school year is to **achieve a 100% 1:1 student to mentor match**. Please sign up to help us reach more children in the upcoming school year.

Program Guidelines

- Employee must complete registration form
- Program is open to Intel Blue Badge employees only
- Employee is **required** to complete the *Background Investigation* before admission in program
- Employee can select the school they wish to support (see list)
- Schools must meet eligibility guidelines (School Eligibility Guidelines)
- Must email student at school address, at least twice a week, during the school year