



Charlotte Chinese Academy Youth Volunteer HandBook

Version 1.1, 2024-09-06

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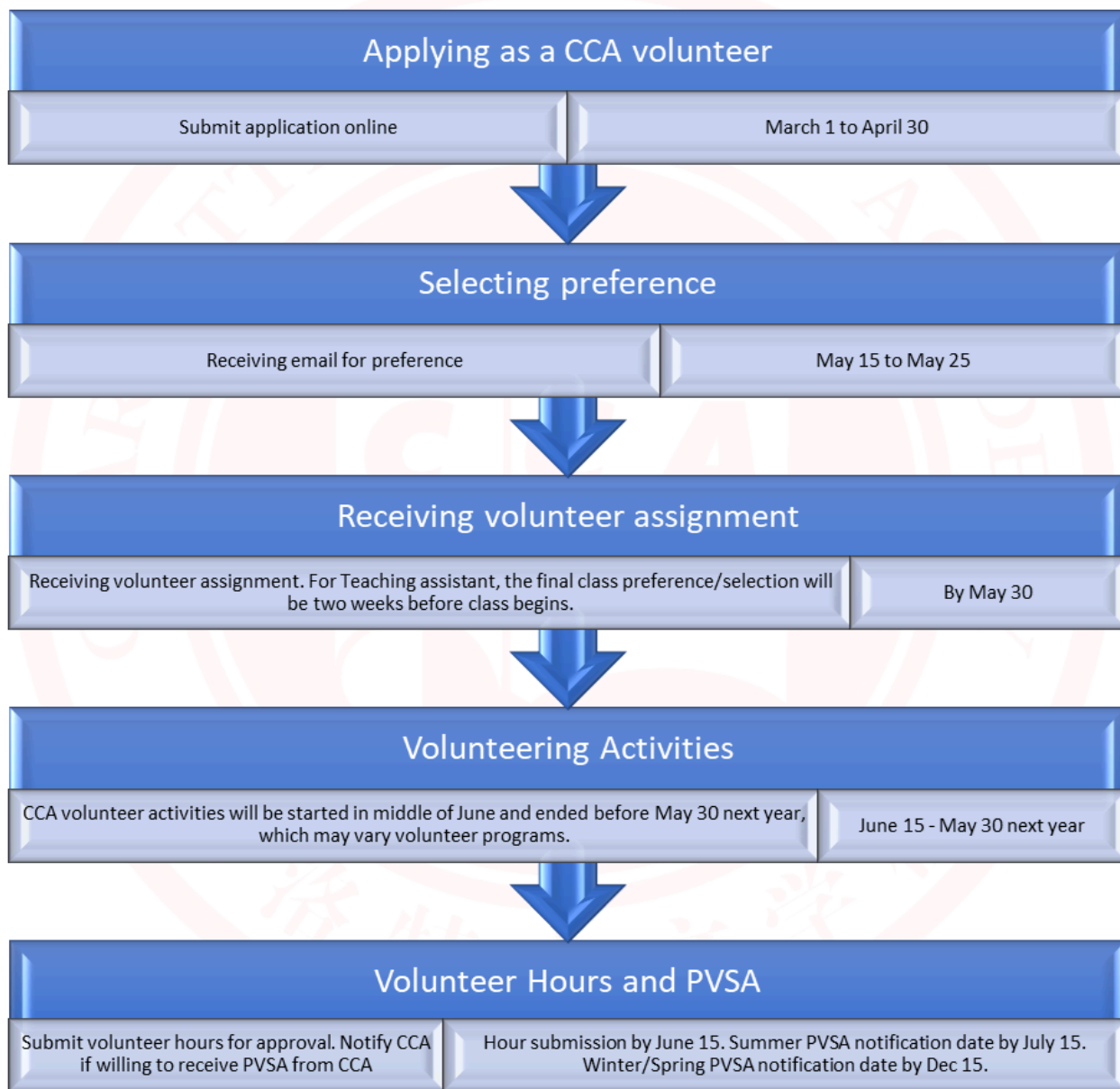
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general@charlottechineseacademy.org.



1. How to Become a CCA Volunteer

1.1 The cycle of CCA volunteer activities



1.2 Online Application

Anyone interested in becoming a CCA volunteer can submit an application through the CCA [website](https://charlottechineseacademy.org/org_root/volunteer/) (https://charlottechineseacademy.org/org_root/volunteer/). The



application is valid only for one school year. You must submit the CCA volunteer application for each school year to become a CCA volunteer.

1.3 Application Deadline

The CCA school calendar normally starts in the second half of August and ends before June next year. CCA volunteer recruiting **will start on March 1st and end on April 30th each year**. Some volunteer activities need to be started in the summer, and it is your responsibility to make sure you are available during the summer to participate in those activities.

1.4 Volunteer Requirements

CCA accepts all volunteers who are:

- Willing to spend your time with the community
- Taking responsibilities
- Warm-hearted

More details of requirements and responsibilities can be found in [Section: Roles, Responsibilities and Requirements](#).

2. Volunteer Activity Assignment

This is the process of how you get CCA volunteer assignments.

2.1 Volunteer Opportunities

CCA currently provides the following volunteer opportunities:

1. Chinese language class teaching assistant
2. Enrichment class teaching assistant
3. Culture promotion: Mid-Autumn festival (this requires summer time work), Chinese New Year festival
4. Fall picnic
5. Technology: website and social media maintaining and updating
6. Others



2.2 How to Sign-Up a Volunteer Activity

The volunteer assignment will be started by May 15:

1. All the coming school year volunteer applicants will receive a volunteer activity email with a shared document that has all CCA volunteer opportunities listed. Volunteer applicants can express their interests by selecting one or more preferred activities. The preference selection deadline is May 25.
2. CCA staff will arrange the assignment based on both volunteer applicants' and CCA's interests before June.
3. For Teaching Assistant (TA), there will be an additional email in August before school starts for class assignments. The TA volunteer will have the opportunity to express the interests in a class and/or a teacher. Your preference is one of the many factors for CCA to consider for the final assignment, and there is no guarantee that your preference will always be honored. CCA will do the final assignment before the CCA Fall semester starts.

3. Roles, Responsibilities and Requirements

By applying for a CCA volunteer position, you agree to abide by CCA volunteer rules and requirements. **Incompliance to any of the rules and requirements below may result in partially or completely forfeited volunteer hours, or disqualification of volunteer positions.**

3.1 General Rules

The following rules strictly apply to every CCA volunteer:

1. Follow CCA committee members' and/or group lead's instructions.
2. Actively participate in assigned volunteer activities. Notify the group lead as early as possible if you will be absent or late.
3. Complete assignments with quality in a timely manner.
4. Log your volunteer hours timely and correctly.
5. Submit your volunteer hours to CCA for approval before the deadline, June 15, each year.



Additional requirements apply to teaching assistant:

1. Arrive at the classroom at least 5 minutes before the class starts.
2. Check in at the front desk each time when you arrive at school.
3. Communicate absence or tardy with your room teacher **AND** CCA TA volunteer lead (Qiang Chen 857-323-3064) as early as possible. The form of communication with CCA TA volunteer lead **MUST** be through text messages.
4. Check out at the front desk each time when you leave from your TA assignment.

3.2 Responsibilities

Being a CCA volunteer, you are expected to complete the assignment with quality in a timely manner:

1. As a teaching assistant, your responsibilities include but are not limited to: assisting the room teacher in keeping order in class; actively identifying and helping students who need attention; helping to maintain the classroom clean; completing the room teacher's assignment.
2. As a culture festival volunteer, your responsibilities include but are not limited to: demonstrating Chinese culture using various media, such as display board, slides, multimedia; preparing and hosting fun games; Spring festival master of ceremonies.
3. As a fall picnic volunteer, your responsibilities include but are not limited to: hosting games; distributing food; guiding traffic; cleaning up after, etc.
4. As a technology volunteer, your responsibilities include but are not limited to: website development; website maintaining and updating; short video creation

4. Volunteer Hour

All CCA volunteer hours are not valid without CCA committee member reviewing and explicit approval.

4.1 Log Volunteer Hour



Every CCA volunteer has the responsibility to log the volunteer hours accurately and correctly in a timely manner. Every CCA volunteer will receive a standard CCA volunteer hour spreadsheet, and must follow the instruction to log volunteer hours.

4.2 Submit Volunteer Hour for Approval

Every CCA volunteer is required to submit CCA volunteer hours for reviewing and approval before the volunteer submission deadline, **June 15. YOUR CCA VOLUNTEER HOURS ARE INVALID WITHOUT CCA EXPLICIT APPROVAL.** You also need to submit non-CCA volunteer hours (with evidence) if you would like to apply for PVSA through CCA using both CCA and non-CCA volunteer hours.

The submission of volunteer hours must be in the original CCA volunteer hour log spreadsheet format.

Send your volunteer hours log spreadsheet to the CCA committee member who leads the activity that you were volunteering in. If you are volunteering with multiple groups, you only need to send ALL your volunteer hours to ONE CCA committee member, normally under whose supervision you have earned most CCA volunteer hours.

5. President's Volunteer Service Award

Since 2022, CCA has been granted the authority (Certifying Organization) to give out the President's Volunteer Service Award (PVSA).

5.1 Eligibility

PVSA Eligibility Requirements:

- United States citizen or lawful permanent resident of the United States (i.e., green card holder)
- and complete eligible service within a 12-month period

CCA Eligibility Requirements: meet one of the following criterias:

- a. At least half of the volunteering hours (50% of your total volunteer hours) are for CCA activities, if qualified for a bronze level award. (Note: The hour counting is based on a 12-month period and age group.)



- b. Minimum bronze level volunteering hours are from CCA activities, if qualified for a silver or higher level award
- c. If any adult family member satisfies (a) or (b) within the last 4 years
- d. If any adult family member is a CCA teacher at least two school years within the last 3 years

5.2 Age Group

PVSA's categories are classified by age groups:

Age Group	Bronze	Silver	Gold
Kids (5-10 years old)	26-49 hours	50-74 hours	75+ hours
Teens (11-15)	50-74 hours	75-99 hours	100+ hours
Young Adults (16-25)	100-174 hours	175-249 hours	250+ hours
Adults (26+)	100-249 hours	250-499 hours	500+ hours

*Data sourcing from Official [President's Volunteer Service Award Website](http://www.pvsa.org)

The age group is determined by the age of the volunteer for at least 7 months out of the calendar year for the awarding year. For example, if you are awarding the 2023 award year and the person was 15 for 7 months within 2023, that person would qualify within the 11-15 age group.

5.3 Applying PVSA Award

By counting valid volunteer hours, CCA will notify each volunteer's PVSA eligibility and category if the volunteer qualifies for a PVSA. The volunteer will need to respond with the decision to accept the PVSA through CCA or not. CCA will start the PVSA application process, upon receiving the response.

CCA will award the PVSA no more than twice each calendar year, Summer and Winter/Spring. The presentation of PVSA will be on the Open House day for summer awarding and year end ceremony for Winter/Spring awarding.



Appendix: Examples of Invalid Log Hours

Example 1, issues: (1) No year; (2) No date; (3) One record with hours across multiple dates; (4) record with 2 years ago.

None CCA Event Name	Date	Start time	Hours	Comments
	10/8/2023	8:30 AM	3.0	
	10/15	8:30 AM	3.0	
	10/22	8:30 AM	3.0	
	10/29	8:30 AM	3.0	
	11/12	8:30 AM	3.0	
	11/19/2023	8:30 AM	3.0	
	11/26/2023	8:30 AM	3.0	
	12/3/2023	8:30 AM	3.0	
	12/10/2023	8:30 AM	3.0	
	12/17/2023	8:30 AM	3.0	
	1/7/2024	8:30 AM	3.0	
	1/14/2024	8:30 AM	3.0	
	1/21/2024	8:30 AM	3.0	
	1/28/2024	8:30 AM	3.0	
	2/4/2024	8:30 AM	3.0	
	2/11/2024	8:00 AM	5.0	
	2/18/2024	8:30 AM	3.0	
	2/25/2024	8:30 AM	3.0	
	3/3/2024	8:30 AM	3.0	
	3/17/2024	8:30 AM	3.0	
	3/24/2024	8:30 AM	3.0	
	4/7/2024	8:30 AM	3.0	
	4/14/2024	8:30 AM	3.0	
	4/21/2024	8:30 AM	3.0	
	4/28/2024	8:30 AM	3.0	
	5/5/2024	8:30 AM	3.0	
	5/12/2024	8:30 AM	3.0	
	5/19/2024	8:30 AM	3.0	
Elementary School Petting zoo (3 hours), Middle School Orchestra Concert (3 hours)		5:00 PM	6.0	
Middle School Orchestra Concert (Spring)		5:00 PM	6.0	
2022-2023 Teaching Assistant CCA-VolunteerTimeSheet2022-2023 (last year's volunteer timesheet)	5/7/2023	9:00 AM	34.0	
Teacher Assistant helpers after school	3/2/2023	2:30 PM	4.25	
Elementary School Petting zoo	4/21/2022	5:00 PM	2.5	
Elementary School Petting zoo	1/15/2023	2:00 PM	1.0	

Example 2, issues: (1) No specification of CCA activities; (2) One record with hours across multiple dates; (3) Extra cell with Total; (4) Extra tabs



Is with CCA	CCA Volunteer Event	None CCA Event Name	Date	Start tim	Hour	Comments/Description
Yes	2023-2024 CCA Events:		8/20/2023		4	Mid-Autumn open house
Yes	2023-2024 CCA Events:		2/11/2024		3.5	Spring Festival Riddles
Yes	2023 Fall Picnic		10/8/2023		3	Fall Picnic
	2023-2024 CCA Events:		8/13/2023		1	Initial kick-off meeting for VG7
	2023-2024 CCA Events:				8	
	2023-2024 CCA Events:		2/11/2024		4	Spring Festival MC
	2023-2024 Teaching		8/11/2023		1	meeting
	2023-2024 Teaching Assistant		8/27/2023		28	TA
			Total		77.0	

er Hour TA-Chess G7-Chinese New Year V3-Riddle V2-Picnic

Example 3, issues: (1) Extra tabs with different activities, and naming confusion

TA-Pending Approval	CCA-Pending Approval	Outside CCA-Pending Approval	VG7-Approved	Evidence	Total
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