



# NEW WEST™

CHARTER MIDDLE SCHOOL

11625 PICO BOULEVARD

LOS ANGELES, CA 90064

310.943.5444

Fax 310.231.3399

[www.NewWestCharter.org](http://www.NewWestCharter.org)

## **Admissions Pre- Entry Volunteers** **NWC Board Policy – Pre-Entry Volunteers**

### **Background**

The approved charter for New West Charter School describes the process by which admission is handled by public random drawing in the case the Charter School receives more applicants than capacity. The charter provides for preference in the lottery for “pre-entry volunteers” and requires the Board to adopt this policy to ensure consistent implementation of this preference.

### **Purpose**

The purpose of this pre-entry volunteer preference is to a) obtain needed volunteerism for the benefit of the Charter School; and b) provide successful outreach to increase diversity in student demographics, including students who are socio-economically disadvantaged.

### **Procedure**

- 1) Annually, at its April Board meeting, the New West Board of Directors will issue a request for volunteer activities (“RVA”), which can be filled by pre-entry volunteers (parents/guardians/caregivers or family members of enrolling students), which would approximate 75 hours worth of work. (e.g. a gardening project). For admission in the 2012-2013 school year, the RVA will be announced on **October 28, 2011**.
- 2) The New West Board of Directors shall ensure that the RVA is posted on the Charter School website and also publicized on outreach materials in English and Spanish.
- 3) The Board of Directors shall ensure that requested volunteer activities are of a broad variety to attract a wide diversity in volunteers. The Board of Directors shall be guided by the purpose of the Policy as stated above in selecting volunteer activities.



A NEW DIRECTION IN PUBLIC EDUCATION

- 4) Under no circumstances, shall requested volunteer activities include the contribution of

funds. If materials are needed for a requested volunteer activity, New West Charter School shall make such materials available to the volunteer, upon request.

- 5) No more than 10 pre-entry volunteer opportunities will be made available each year. At the option of the Board of Directors, a large volunteer opportunity (of more than 75 hours) can be split into parts approximating 75 hours each.
- 6) Families interested in fulfilling a requested volunteer activity listed on the RVA, must complete a "Pre-Entry Volunteer Interest Form." by 5:00 p.m. on the last Friday of the month following the release of the RVA. The Pre-Entry Volunteer Interest Form must indicate the requested volunteer activity for which the Family is interested in fulfilling. **For entry in the 2012-2013 school year the Pre-Entry Volunteer Interest Form must be submitted to the school office by 4pm on Tuesday, November 15, 2011.**
- 7) The pre-entry volunteer preference is available for students whose parent/guardian/caregiver has fulfilled a request issued by the New West Board of Directors for volunteer activities by December 31<sup>st</sup> of the year prior to the scheduled date of anticipated enrollment. For entry in the 2012-2013 school year, this date will be extended until **Friday, March 16, 2012.**
- 8) Should there be more than one family that has completed a Pre-Entry Volunteer Interest Form for a specific requested volunteer activity listed on the RVA that is willing and able to fulfill a requested volunteer activity, each requested volunteer activity will be filled by public random drawing conducted by the Executive Director.
- 9) Those families not selected in the public random drawing will be placed on a wait-list. If a selected family notifies the Executive Director that it cannot fulfill the requested volunteer activity or if the Executive Director determines that the family is not making reasonable progress toward completion of the activity within the timeframe established by this Policy, the Executive Director may offer the requested volunteer activity to the next family on the wait list.
- 10) Families selected to complete a requested volunteer activity may utilize the assistance of other family members or friends to complete the activity.
- 11) Families who complete a requested volunteer activity within the time frame established by this Policy may apply the preference for **one student** entering the Charter School in the following school year only.

### **2011-2012 Timeline**

October 27<sup>th</sup> 2011 – NWC Governance Council to discuss and select projects in order to issue a "Request For Volunteers" RVA for entry into the school for 2012-2013.

October 28<sup>th</sup> 2011 – Request for Volunteer Activities (RVA) posted on the school website and added to all outreach information.

November 15<sup>th</sup> 2011– NWC Governance Council review of all RVA's submitted by 4pm. If more RVA's are submitted than spaces available a public random drawing will take place.

November 16<sup>th</sup> 2011 – Successful RVA volunteers will be notified of acceptance of their proposal and provided details of the verification and the mid-point check in process for completion of all RVA volunteers' hours.

March 16<sup>th</sup> 2012 – Final verification of all RVA hours of completion and issue of pre-entry admission preference certificate.