



RETIREE SUBSTITUTE VOLUNTEER PROGRAM



IT'S EASY TO GET STARTED!

- (1) Application packets are available at the Spellman Education Center, 782 Springdale Drive, Exton or by contacting the District's Human Resources Department at 484-266-1007. Office hours are 8:00 a.m. to 4:00 p.m. Monday through Friday. In addition to the RSVP application, packets include relevant forms and information on the program.
- (2) Background checks are required for all participants in the RSVP Program. These checks are easily accomplished by completing two brief forms and mailing them to the authorities listed on the forms. There is a \$10 processing fee for each form, which participants are required to pay.
- (3) Completed application forms, background checks, and a copy of your social security card should be submitted to Human Resources. Following the completion of your paperwork, your name will be added to our list of volunteers.
- (4) Participants must have the ability to provide their own transportation.
- (5) For additional information, please contact our Human Resources Department at 484-266-1007.

*More information on this program
may be found on the district
website under the Community tab
www.wcasd.net*

*Choose a time and place to help
a child become a valuable
asset
to our community!*

*Opportunities for you to
volunteer are available at our
administration
building or in our schools!*

*Earn valuable tax rebate dollars
while helping a child learn!*

For more information on helping us
shape the future by volunteering
your time, please contact us at:

West Chester Area School District
Human Resources Department
Spellman Education Center
782 Springdale Drive
Exton, PA 19341
Phone: 484-266-1007
Website: www.wcasd.net

*The West Chester Area School District is an equal opportunity
employer and educational agency and affirms that it does not
discriminate on the basis of race, color, national origin, age,
sex or handicapping condition.*

WHAT IS THE RETIREE SUBSTITUTE VOLUNTEER PROGRAM (RSVP)?

The West Chester Area School District offers a volunteer service program for senior citizens (RSVP) designed to reduce their real estate taxes.

Through this program, seniors perform a variety of services in offices and classrooms throughout the district. In exchange, participants may be entitled to a rebate of property taxes in accordance with the following guidelines.

- √ Participants must be a home owner in the West Chester Area School District.
- √ Participants must be at least 62 years of age by December 31st of the year in which they volunteer.
- √ Tax rebates apply only to property owned by participants.
- √ The maximum tax rebate is \$560 for 70 hours of service. Participants may volunteer for more than 70 hours, but they will not receive a larger rebate.
- √ The rebate amount can never exceed the actual amount of taxes paid.
- √ Participants may opt to donate their rebate to the School District by checking that option on their application.
- √ Rebate checks are mailed to participants by the end of February in the year following volunteer service.

VOLUNTEER OPPORTUNITIES

The following list represents only a sampling of the opportunities available for volunteers in our district schools and administration building.

IN THE CLASSROOM:

- Reading to or with students
- Tutoring students in writing and mathematics
- Assisting technology associates with troubleshooting
- Teaching word-processing or spreadsheet skills to students
- Assisting Family and Consumer Science classes with cooking, sewing, and other tasks
- Upgrading students' basic skills
- Helping students with disabilities
- Presenting a particular area of expertise and/or interest to classes



IN THE OFFICE:

- Stuffing envelopes for district mailings
- Assisting office personnel with general duties
- Greeting visitors at the front door of the schools
- Typing and computer entry

GENERAL SUPPORT:

- Monitoring cafeterias during lunch periods
- Assisting with playground duty at the elementary schools
- Working in school libraries (filing, shelving books, reading to elementary students)
- Volunteering to chaperone field trips



*Share your knowledge of the past with our leaders of the future!
Enrich the lives of our students by giving your time and sharing your talents!*