



Volunteer Services Program  
**Welcome Back Teachers!**

Greetings from your Volunteer Coordinator(s) for the \_\_\_\_\_ school year.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**A few reminders about utilizing volunteers in our schools:**

1. Volunteers participating in any activities (including field trips) must fill out a Volunteer Application, and a check of the sexual predator website must have been completed, prior to volunteering.
2. All volunteers must sign in and out with the front office before proceeding to their volunteer sites.
3. All volunteers must wear an appropriate identifying nametag.
4. Volunteers **must never be left alone with a student**. They should always be in view of a staff member.
5. Any volunteer activity can be counted as hours towards the school's total volunteer hours. Work done at home should be counted and documented as well. Forms are available to send home with volunteers completing work at home.
6. Please document any hours that you work over and above your work duties. This could include overnight field trips, evening events, or service on SAC or PTA. Forms are available for you to document and submit monthly.
7. Provide a classroom specific orientation to all volunteers assisting in your classroom.
8. Please be advised that staff members are responsible to supervise the actions of their volunteers. Report any problems or concerns as soon as they arise.

## **The Teacher and the Volunteer**

Congratulations! Now that you have opted to work with a school volunteer, what happens next? As usual, careful planning and some preliminary steps will smooth the path to a successful teacher/volunteer experience.

### **Do's & Don'ts for Working with School Volunteers**

#### **Do**

- ✓ Be sure that the volunteer has all required clearance. Refer them to the Volunteer Coordinator if they don't.
- ✓ Make volunteers feel welcome.
- ✓ Give a brief orientation to your classroom.
- ✓ Explain dress requirements to the college volunteers.
- ✓ Plan the work volunteers are to do before they arrive.
- ✓ Be generous in offering praise, encouragement and support: judicious in offering constructive criticism.
- ✓ Start simply, and then give additional activities as you feel volunteers are ready for them.
- ✓ Plan enjoyable experiences through which volunteers can establish good relationships with students.
- ✓ Supply materials appropriate for the activity.
- ✓ Be honest and open in talking over small problems.
- ✓ Treat volunteers as education team members.
- ✓ Give volunteers proper notice of schedule changes.
- ✓ Prepare students to work with volunteers.
- ✓ Work with college student volunteers to provide an appropriate experience for their class requirements.
- ✓ Provide feedback and ongoing guidance.

#### **Don't**

- ✓ Leave volunteers alone with students.
- ✓ Give volunteers more than they can handle in the allotted time.
- ✓ Expect volunteers to change their schedules without proper notice.
- ✓ Speak to volunteers in abbreviations. They are a foreign language to outsiders.

Waste a volunteer's time.