

Congratulations on your decision to join the volunteer team! As a volunteer, you play a vital role in the learning process. Your contributions to students and staff will enhance existing programs and improve learning for students. The following checklist has been designed to guide you through the training process.

Personal Responsibilities:

- Complete the required paperwork to participate in the volunteer program
- Complete applicable modules
- Understand and follow procedures for checking in and out of the building where you will be volunteering
- Maintain confidentiality
- Communicate with educators and school personnel to discuss scheduling

School/Building:

- Tour of facility
- Review emergency procedures (fire, tornado, lockdown, etc.)
- Meet the staff (main office, librarians, custodians, etc.)
- Sign-in/out procedures
- Parking information if needed
- Dress code
- Contact info-who to contact and how
- Discipline procedures
- Restroom and break room locations/policies

Classroom:

- Overview of classroom procedures (include emergency procedures)
- Volunteer location (classroom, library, hallway, etc.)
- Materials for instruction
- Student list
- Task/responsibilities
- Feedback/ongoing communication process