

## Volunteer Information/Procedure Checklist

When you first meet with your teacher/supervisor, plan to discuss the following:

- Days and times to work in classroom/school
- Procedures for volunteer and teacher/supervisor to keep in touch (regular conferences, telephone conversations, notes, informal meetings).
- Alternate plans for days when the teacher/supervisor is absent.
- How the teacher/supervisor will tell volunteer of day's assignment (folder, note, or other means).
- How the students will address the volunteer (school or volunteer's preference of having students use first name or Mr./Ms./Mrs.)
- Materials, strategies or games to be used
- Teacher/supervisor's classroom/school policies, procedures and rules (such as management system, reinforcement techniques, organizational plans, emergency procedures, where volunteer leaves personal belongings, and whether volunteer is welcome in teachers' lounge and lunchroom).
- Dates of required and suggested trainings.
- Protocol for informing school/teacher/student about volunteer absence.

If you work on academic areas with students, you should also discuss:

- Pertinent background information about the student(s) the volunteer will work with (within the appropriate standards of student information confidentiality).
- Special strengths of the student(s).
- Special needs of the student(s).
- Tips for working with specific students (learning style and reinforcement techniques).
- Procedures for taking student(s) out of classroom for individual work.
- Designation of work area location.
- Alternate plan if student is absent.

# NOTES

# STAFF DIRECTORY

Assigned School \_\_\_\_\_  
School Telephone \_\_\_\_\_  
School Address \_\_\_\_\_  
Principal \_\_\_\_\_  
School Secretary \_\_\_\_\_  
Volunteer Coordinator \_\_\_\_\_  
Teacher(s) \_\_\_\_\_  
\_\_\_\_\_  
Other Contact(s) \_\_\_\_\_  
\_\_\_\_\_

The volunteer coordinator, teacher or supervisor at the school can assist you with any questions, concerns, problems, etc. that you might have with your placement.