

## Volunteer Guidelines for Sand Lake

Dear Sand Lake Volunteers,

Volunteers are asked to complete this form prior to volunteering. We appreciate your willingness to take on the responsibility of working with a classroom of children, small groups, creating art-filled displays, and collaborating with our staff. The following guidelines should help your experience to be successful!

- Please arrive at your scheduled time.
- Report to the main office, sign in as soon as you arrive and pick up a volunteer badge.
- When you report to the classroom and as soon as time permits, ask your host teacher or staff member about the classroom rules and for a brief review of classroom emergency procedures. Familiarize yourself with the emergency procedures for lockdown, earthquake and fire drills. Find the building map and locate the exits closest to the classroom that you will be working in. *You must participate in all emergency drills.*
- If you're going to be required to work on school equipment such as the copier, laminator or paper cutter, and have never worked those machines, please ask for some training first.
- When you are working with students, a teacher should always be present. If a particular student is pushing your buttons, seek help from the classroom teacher or another staff member.
- Never touch a student, especially in anger. Don't attempt to grab their arms, coat or collar. If positive words don't solve the problem, get assistance immediately! Don't be afraid to ask for help.
- You are working in an environment with children. Please wear appropriate attire, use your manners, no slang or foul language.
- No cell phone usage in the classrooms, hallways, and on the playground. Cell phones can be used in the workroom. Please keep your cell phone on silent or vibrate so there are no disruptions to the learning environment.
- Please remember that *all student information must remain confidential.*
- At the end of your volunteer session, let the classroom teacher or staff member know that you are leaving.
- Please sign out at the main office.

On behalf of the students and staff at our school thank you for spending your time with us today. We appreciate your help.

Volunteer Name:	
Sand Lake Student Name(s)	
Emergency Contact Name	
Emergency Contact Number	

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date