Sarasota County School District
Volunteer & Partnership Program

A Teacher's Guide to Volunteers in the Classroom

Volunteer & Partnership Office
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PARTNERSHIPS & ALLIANCES LINKING SCHOOLS

The mission of the school district volunteer program is to enhance educational opportunities for students through comprehensive community involvement. By creating public awareness, providing resources, and supporting and recognizing volunteerism, this program will promote partnerships and alliances that link schools and communities.

A BRIEF HISTORY OF VOLUNTEERS IN SCHOOLS

(PARTNERSHIPS AND ALLIANCES LINKING SCHOOLS)

The Sarasota County School District volunteer program was initiated in 1979 through a very special partnership among the volunteer sector (Junior League of Sarasota), the private sector (The United First Federal Savings and Loan and the Selby Foundation), and the public sector (Sarasota County Public School System) to create a coordinated district-wide volunteer program that provides support through training, recruitment, orientation, recognition, networking, and enrichment for the school volunteers and the teachers with whom they work. Today this program continues to facilitate a structure that provides coordination and support to all schools while still encouraging the volunteer program in each school to be responsive to local staff, students, and community needs and interests.

Volunteers in our schools are fellow community members: parents, students, business owners and employees, professional people, and retired citizens. They share their special knowledge, concern, skills, hobbies and talents to provide support and enrichment for the instructional programs in the schools.

With school budgets limited to only the most pressing needs, volunteers represent a limitless resource of expertise, attention, and affection to help today's youth succeed in school, cope with personal problems and expand their appreciation of volunteerism. The pairing of a young student with an adult or retired citizen builds an early foundation to bridging the so-called generation gap and connecting with community.

Given the ever-increasing demands on schools, community involvement throughout the Sarasota County Public Schools continues to play a significant role. The school district's Volunteer & Partnership Program is designed to provide support to schools and teachers with the school-based volunteer program and partnerships between businesses/community and the schools.

Volunteer & Partnership Program

Facts about the School-based Volunteer Program

- February is Florida School Volunteer Appreciation Month, a time to be sure to let volunteers know how much they are appreciated.

- Each school has one or more individuals (staff and/or non-staff) designated as a school-based Volunteer Coordinator and Business Partner Coordinator to assist and support faculty and staff with community involvement.

- All volunteers must present a driver's license or state identification card for the school district mandated visitor management system (RAPTOR) sexual predator database check. This check is conducted for all visitors upon each visit to the school. All visitors, including volunteers, must wear a RAPTOR identification badge.

- All volunteers (including parents) are required to complete an application on the volunteer computer in the school's front office, which prompts a required Level 1 criminal background screening to be approved before being placed. Those Level 1 approved volunteers who wish to chaperone overnight field trips and some daytime fieldtrips must also complete Level 2 screening by contacting the school district Department of Safety & Security.

- When onsite volunteering, all volunteers must sign in and out on the volunteer computer at the school's designated site each time they enter and exit the school campus.

- Teachers should communicate with the school-based Volunteer Coordinator to learn more about the Outstanding Volunteer and Business Partner Awards, Five Star School Awards, business partnerships, mentoring, tutoring, and the full range of volunteer opportunities and needs.

- Volunteers are busy people. Use them effectively by determining their expertise and interests and matching their skills with school and classroom needs.

Staff and Faculty Information

Objectives of the Sarasota County School District Volunteer Program

- Help to provide the best education for students
- Assist teachers
- Increase student motivation
- Enrich and augment the school program
- Strengthen school-community relations

Volunteer Recruitment

School volunteers may come from various walks of life. The volunteer may be a parent, a retired person, a senior citizen, a business person, a college student, or a student in the school.

School volunteers may be recruited from many sources including

- Parents
- PTA/PTO meetings
- Open House
- School newsletters
- Retirees
- Condominium Associations
- Businesses
- Service organizations
- Newspapers
- Faith groups
- Social groups
- College campuses
- Personal contacts
- "Satisfied customers"
- Veteran volunteers

➢ Teachers can play a big part in recruiting because of their direct involvement with parents, children, and the community.

➢ The school district *Volunteer & Partnership Office* also recruits school volunteers through efforts such as media releases, speeches, and presentations to community organizations.

School Volunteer Qualifications

- Desire to be involved with schools and/or helping students.
- Reliability.
- Willingness to be trained.
- Respect for confidentiality.
- **Completed and approved application through the volunteer computer that includes a criminal background screening.**

Procedures for School Volunteers

1. All volunteers must apply on the volunteer computer at either a school location or at the *Volunteer & Partnership Office* located at the school district administration complex—The Landings. This application process includes an automatic Level 1 criminal background screening.

   Once approved, volunteers may be placed. Upon each school visit, every volunteer must
   - be screened through the state mandated visitor management system (RAPTOR),
   - sign in on the volunteer computer each time on campus,
   - wear the RAPTOR identification badge,
   - work in a supervised setting, and
   - sign-out on the volunteer computer when leaving.

   Volunteers who work in unsupervised settings and those who chaperone in overnight field trips and some daytime field trips must pass a Level 2 criminal background screening. Your school-based Volunteer Coordinator has a list of volunteers with Level 2 clearance.

2. School volunteers work <u>only</u> with teachers who request assistance.

3. School volunteers <u>DO NOT</u>
   - diagnose student weaknesses and strengths,
   - prescribe activities for students,
   - evaluate student progress, or
   - discipline students.

4. School volunteers do not assist in their own child's classroom unless requested by that teacher and approved by the school-based administration.

5. All volunteers must attend an orientation session provided by the school-based Volunteer Coordinator.

6. All volunteers must record their hours of volunteer service. This is accomplished when volunteers sign-in and out on the volunteer computer. .

7. Volunteers may want to observe in their assignment before beginning their work at the school.

8. As stated in the board-approved *Acceptable Use Guidelines*, volunteers must adhere to the same computer and network policies as school staff including no use of school board computers or the school district network for any illegal activity or for any private purposes, including any private business purpose.

9. According to School Board policy, volunteers must keep all information about a student **completely confidential**. Discussion of a student is restricted to the student's teacher, guidance counselor, or appropriate member of the school's administration. A misplaced comment can be devastating to a student, a family, and the volunteer program. ***Volunteers who breach confidentiality will be dismissed*.**

10. Volunteers are prohibited from contacting students or their families outside of their volunteer assignment or away from school either in person, by telephone, by online communication, or through social media. Contact is prohibited through traditional phone, cell phone, voice mail, texting, Skype, face time, video images, photographs, podcasts, computers, electronic tablets, e-reader, USB drives, notebooks, MP3 players, iPods, or any other electronic communications device. Volunteers are prohibited from interacting with students through any social media accounts including Face Book, Twitter, Instagram, My Space, Flickr, mobile applications, or any other sites used to share information online. This prohibition does not apply to mentors who have contractual arrangements with a sponsoring agency and prior parent/guardian permission to interact with students outside of school.

11. If a volunteer is injured while on campus, immediately call for assistance and report the incident to the school administrator to ensure proper support procedures are followed. Of course, if a medical emergency occurs immediately call 911.

- ***Please note:*** If a volunteer's placement is not working for any reason (e.g., lack of fit, time, activities, disposition), notify the school-based Volunteer Coordinator who will find a more suitable placement for the volunteer. A school is under no obligation to register and place an individual as a volunteer if that individual's presence would not enhance the school's academic environment. A volunteer serves at the discretion of the Principal and works under the supervision of school staff. Principals must notify the school district's *Volunteer & Partnership Office* if a volunteer is dismissed from a campus.

VOLUNTEER REGISTRATION & APPROVAL PROCESS

To be approved as a Sarasota County School District volunteer, an individual first must register. Returning volunteers must reactivate their account at the beginning of each school year.

For security and speedier processing, we have designed a computer-based system through which potential volunteers can register at either the school or the district *Volunteer & Partnership Office*. Those interested in volunteering in schools must register and be approved **for all volunteer services**. Completing this process does not guarantee a volunteer placement. Approved volunteers serve with the permission of the principal/school-based administrator.

Registration and reactivation to volunteer automatically prompts a Level 1 criminal background screening, which is required for all volunteers, at no cost to the volunteer

- **Level 1 Criminal Background Screening** - This screening is automatically prompted upon registering as a volunteer. Individuals desiring volunteer assignments in school system facilities must provide social security numbers and other personal information required to perform this screening. The school district reserves the right to refuse volunteer assignments to individuals who fail to meet standards established by School District Policy 6.39. Those who do not pass the criminal background screening will receive written notification from the school district's School Safety and Security Department.

- **Level 2 Criminal Background Screening** – Level 1 approved volunteers who work with students in a **non-supervised** (out of sight or hearing of supervising staff) school-based setting and those who volunteer to chaperons on **all overnight field trips** and **some daytime field trips** are required to pass a Level 2 background screening (fingerprints for criminal background screening at a cost to the volunteer) in addition to being registered in the school district volunteer database and approved through the district's School Safety and Security Department. The school staff will inform you for which daytime field trips Level 2 is required. Volunteers must contact the School Safety and Security Department to make arrangements for Level 2 screening. Level 2 clearance will remain in effect for those volunteers who reactivate their volunteer account each school year.

  Please note that Level 2 background screening **for mentors placed in schools through outside local mentoring organizations** (e.g., *Big Brothers/Big Sisters of the Suncoast, Inc., Girls Inc., Girl Scouts, Jewish Family & Children's Service of Sarasota-Manatee, Inc., Take Stock in Children, and The Sarasota YMCA*) are conducted by those organizations. These organizations recruit, train, and place mentors in our schools through the school district *Volunteer & Partnership Office*. **Mentor registration and reactivation is completed by school district *Volunteer & Partnership Office*, not the mentor**.

- **School district employees who volunteer (serve outside of their contractual role) must register in the volunteer database. Current employees automatically will be coded as having Level 2 clearance. Please contact the *Volunteer & Partnership Office* with questions.**

NOTE: The school district volunteer database utilizes an in**tra**net, which is accessible ***only*** within Sarasota County district schools. **Personal information does not leave the school system and *is not on the Internet.* Firewalls are in place to ensure security**.

Guidelines for Teachers

Requesting a Volunteer

As a teacher develop goals and objectives for the year, he/she should identify volunteer needs and the specific days and times volunteer services are needed. Please see the sample of the *Request for Volunteer Services* form provided in this guide or your school-based Volunteer Coordinator will provide this form.

Planning for a Volunteer

(Sample assignment/lesson plan forms are included at the back of this booklet or teachers can devise their own.)

✓ Plan for volunteer should include:
- task to be performed (vary the tasks)
- location of materials
- place to work in a supervised (i.e., within auditory or visual contact) setting

✓ Maximize the volunteer's time: Volunteer should be able to start work without waiting for verbal instruction or direction from teacher.

✓ Provide alternative service opportunities when teacher and/or student(s) are absent or set up a system with volunteer to notify him/her if the student the volunteer is tutoring is absent.

✓ Inform the volunteer of how (phone, email) the volunteer should notify the school when unable to attend at assigned time.

➢ *Planning for the volunteer will increase the volunteer's commitment, self-esteem, and involvement as part of the school support team.*

Understanding a Volunteer's Background

✓ Learn about each volunteer's education experiences. Their experiences as a student may affect their comfort level in your school.

✓ Become familiar with the volunteer's knowledge of the community. Schools may want to encourage the volunteer to recruit others through his/her community contacts.

✓ Realize that the school may be a new environment in the volunteer's current experiences. Help the volunteer learn the school culture.

✓ Be aware of the volunteer's preference to work with children versus performing clerical duties.

✓ Become familiar with the volunteer's previous experiences with children.

Getting to Know the Volunteer

- ✓ Increase likelihood that volunteer's special skills and talents will be utilized to best advantage and that responsibility given is appropriate.
- ✓ Establish rapport necessary when teacher or volunteer needs to discuss the assignment or classroom policies.
- ✓ Create an atmosphere in which the volunteer is comfortable about asking questions or discussing a student's progress.

Involving the Volunteer in the Classroom

- ✓ Plan for an appropriate introduction of the volunteer to the students.
- ✓ Inform the volunteer of the classroom curriculum.
- ✓ Arrange a consistent time to plan and prepare activities for the volunteer.
- ✓ Clearly define and demonstrate the volunteer's tasks. Provide a variety of activities.
- ✓ Plan times to discuss the volunteer's involvement, share experiences, respond to concerns, and give feedback.
- ✓ Be supportive of the volunteer directly and in front of the student, staff, etc.
- ✓ Let the volunteer know that you recognize his/her contributions.
- ✓ Note areas in which the volunteer needs to develop in order to be more effective in the classroom and correlate this input with workshops.
- ✓ Decide whether the volunteer is to come when there is a substitute and inform the volunteer of this decision.

Volunteer Orientation and Training

Importance of dependability

- ✓ The volunteer's loyalty and dependability are determined mainly by the degree of satisfaction felt on the job. Tasks assigned should be perceived as meaningful and varied with the responsibility increasing with the volunteer's skills.
- ✓ Volunteers enter the program with enthusiasm and high hopes for a meaningful experience. If a volunteer is not dependable, try to determine the reason. Stress the importance of the volunteer notifying the school when he/she cannot come on an assigned day.

Importance of professionalism

- ✓ The teacher sets the example. The volunteer will model the professional attitude demonstrated by the teacher in dress, manner, behavior, etc.
- ✓ The volunteer orientation conducted by the school's designated Volunteer Coordinator should include a section on professionalism that reminds volunteers that, although their job is that of a volunteer, their commitment is that of a professional.

Importance of confidentiality

- ✓ The teacher needs to reinforce the importance of confidentiality to the volunteer.
- ✓ Instruct the volunteer to refrain from commenting on individual students, faculty members, or the school in an inappropriate manner. Volunteers should not have access to student files. If a volunteer has a concern or problem, he/she should be instructed to direct it to the assigned teacher or the school's Volunteer Coordinator.

Importance of following directions and asking questions

- ✓ Teachers need to give clear, concise directions, clearly defined job descriptions, and a thorough orientation of duties to the volunteer.
- ✓ Teachers need to be sure the volunteer understands the assigned tasks.
- ✓ Teachers should provide samples or demonstrate briefly how tasks are to be performed.
- ✓ Teachers need to make the volunteer feel comfortable about asking for clarification when necessary. **Good communication is the key to a successful working relationship.**

Importance of preparing for academic support

When a volunteer is assigned to working in academic areas with a student or students, discuss with the volunteer the following:

- ✓ Pertinent background information about the student.
- ✓ Special strengths of the student.
- ✓ Special needs of the student and skills to be developed.
- ✓ Tips for working with specific students (learning styles and reinforcement techniques).
- ✓ Designation of work area location.
- ✓ Alternative plans if student is absent.

Preparing the Students

Let the students know that volunteers are coming into the classroom to help. Explain what the volunteers will be doing and the importance of these tasks. Point out the generosity of the volunteers and encourage students to make the volunteers feel that they are valued members of the class.

Supervising Volunteers

As with any staff member performing an important function in the school program, volunteers need support and supervision. They should be held accountable for performing assigned tasks appropriately. Frequent feedback will enable volunteers to improve job. Always plan ahead for volunteers. If, for any reason, the placement is not working out, talk to the school's designated Volunteer Coordinator.

What can a teacher expect of the volunteer?

- ✓ Caring
- ✓ Business attitude
- ✓ Discretion
- ✓ Sense of humor
- ✓ Initiative
- ✓ Sensitivity
- ✓ Patience
- ✓ Enthusiasm
- ✓ Creativity
- ✓ Supportive influence
- ✓ Dependability
- ✓ Flexibility
- ✓ Tact
- ✓ Promptness
- ✓ Loyalty

What can a volunteer expect of the teacher?

- ✓ Consideration
- ✓ Patience
- ✓ Cooperative attitude
- ✓ Respect
- ✓ Classroom control
- ✓ Welcoming attitude
- ✓ Courtesy
- ✓ Caring
- ✓ Sincerity
- ✓ Good directions
- ✓ Prepared assignments
- ✓ Appreciation (See ***Ways to Say Thank You*** in this guide

What School Volunteers Can Do

School volunteers work with teachers who request them to

EXTEND the teacher's teaching time

- Read stories
- Assist in labs
- Answer questions
- Check student work
- Create learning centers
- Tutor in academic areas
- Operate audio-visual equipment
- Find materials for classroom use
- Help older students with research
- Reinforce skills by providing extra drills
- Work with students who are English Language Learners
- Play spelling, phonics, language and math games
- Assist student(s) with make-up work and missed tests

ENRICH the learning environment

- Dramatize stories
- Assist with art projects
- Make educational games
- Assist with creative writing
- Help children choose books
- Help students with computer work
- Tape record or video children's stories
- Type and reproduce class newspapers
- Record textbooks for students with reading difficulties

EXPAND the resources of the school

- Display special collections
- Explore career opportunities
- Add expert resources in special classes
- Give performances or demonstrations in the arts
- Show photos and comment on experiences in other cultures

Do's & Don'ts About Working with School Volunteers

DO

- Make sure volunteer is registered and approved at the required level before placement as a chaperone, a classroom assistant, or working with students.
- Make sure volunteers sign-in and out on the volunteer computer.
- Make volunteers feel welcome.
- Confer often with volunteer.
- Plan the work volunteers are to do before they arrive.
- Be generous in offering praise, encouragement, and support; be judicious in offering constructive criticism.
- Start simply, and then give additional activities as the volunteer is ready.
- Plan enjoyable and/or worthwhile activities through which volunteers can establish good relationships with students.
- Make sure instructions are clear with adequate time allotted for preparation.
- Provide materials appropriate for lessons.
- Provide guides, keys, or corrected papers for explanation. Be honest and open in talking over small problems.
- Treat volunteers as educational team members.
- Give volunteers proper notice of schedule changes, holidays, testing, etc.

DON'T

- Leave volunteers in charge of the class.
- Give volunteers more than they can handle in the allotted time.
- Expect volunteers to do things they are not trained or prepared to do.
- Assign duties that should be handled only by a teacher.
- Expect volunteers to be housekeepers.
- Criticize volunteers in front of children.
- Expect volunteers to change their schedules without proper notice.
- Speak to volunteers in acronyms (ELL, SLD, SIP) without explaining the terminology. It is foreign to people who do not work in education.

Please Remember…

- Keep volunteers active and engaged! Be sure they know days and times to work and tasks to be accomplished.

- Busy volunteers typically are happy volunteers. Volunteers are a dedicated group and expect to work. They genuinely want to help the teacher and children by doing something meaningful.

- Volunteers should know what to expect of the students and the classroom discipline policy. They are not permitted to discipline a student. If a volunteer cannot handle a situation, he/she should be instructed to return the student or students to the teacher.

- Have short conferences periodically in person or on the phone with the volunteer.

- As time goes by, discover and use the volunteer's special talents.

- Plan in advance for the volunteer. Familiarize the volunteer with materials and strategies to be used and the location of the daily assignment.

- Be sure the volunteer is informed in advance if the teacher and/or the class will be absent on his/her regular day. Be sure to notify the volunteer of any special event or assembly and establish how the volunteer will notify the school and the teacher of any planned absences on his/her part.

- Volunteer recruitment help from teachers is most welcomed! Please submit names of prospective volunteers to the school's Volunteer Coordinator.

- Volunteers are not professional educators but should be expected to have professional attitudes toward their assignments. Teachers' experiences with volunteers can be rich, rewarding and helpful. Let the Volunteer Coordinator know how they might assist you in working with volunteers.

WAYS TO SAY "*THANK YOU*"

- Remember personal things about the volunteer.
- Give awards and recognition to emphasize the volunteer's importance and to show gratitude.
- Have students write personal notes and letters of appreciation.
- Invite the volunteer to class parties and special school events.
- Maintain an appreciative and warm day-to-day relationship with the volunteer.
- Treat the volunteer to lunch.
- Let the school and community know about the volunteer's contributions.
- Offer a cup of coffee, a doughnut, or a token gift on special occasions.
- Allow the volunteer to grow by increasing job responsibilities.
- Send the volunteer a birthday or holiday card.
- Remember that volunteer cannot be thanked too many times.

Teacher Problem-solving Solutions

PROBLEM	POSSIBLE REASONS	POSSIBLE SOLUTIONS
Volunteer attends irregularly or seems disillusioned	♦ Volunteer is not receiving adequate recognition. ♦ Volunteer does not have adequate instructions. ♦ Volunteer does not have the skills/training to do the job/assignment. ♦ Volunteer does not have the interest and personality to do the job well. ♦ Volunteer may be affected by problems unrelated to the volunteer assignment. ♦ Volunteer has difficulty managing students.	♦ Be sure to regularly express appreciation. ♦ Encourage open communication. ♦ Provide orientation/ training and involve the volunteer in decision making. ♦ Match the volunteer's skills to task. ♦ Give the volunteer short-term tasks. ♦ Allow the volunteer to observe prior to assigning a new task.
Volunteer breaches confidentiality	♦ Volunteer fails to understand importance of confidentiality. ♦ Volunteer engages in inappropriate “small talk” on campus.	♦ Stress confidentiality at orientation. ♦ Reiterate confidentiality code as needed. ♦ Limit access to sensitive materials.
Volunteer is a parent/guardian who wants to volunteer in child’s classroom.	♦ Concern for child’s special needs. ♦ Concern about problems child has or is encountering with other students.	♦ Review school policy on parent/guardian interactions with their own child when serving as a volunteer. ♦ Provide appropriate volunteer options.

Teachers should contact the school’s designated Volunteer Coordinator if the problem can’t be resolved at the classroom level.

The First Meeting:
Teacher - Volunteer Initial Conference Checklist

The first session between the teacher and the volunteer is very important. **Ideally this session should be conducted at a time when the teacher can give the volunteer full attention.** During this meeting, the teacher sets the tone for the working relationship. The teacher remains the leader, working to help the volunteer feel confident, useful, and an invaluable part of the classroom.

☐ Discuss classroom expectancies, rules, and behavior management so the volunteer understands classroom procedures.

☐ Introduce the volunteer to colleagues and key staff members.

☐ Clearly establish and explain the schedule the volunteer will follow.

☐ Direct a tour of the classroom to observe centers, materials, equipment, etc.

☐ Determine if the volunteer will be eating lunch at the school and make arrangements as necessary.

☐ Explain the communication procedure for daily volunteer assignments (e.g., folder, notes, lesson plans).

☐ Make the volunteer feel a comfortable part of the classroom working situation.

☐ Encourage the volunteer to ask questions freely.

☐ Decide what procedure to follow if the teacher or volunteer must be absent.

☐ Explain emergency drill procedures specific to the classroom.

☐ Discuss the name students will use to address the volunteer. (Recommendations: either Mr. Blackwell or Mr. B; not John).

☐ Provide a safe place for the volunteer to put personal items, such as purse, tote bag, coat.

☐ Smile and express appreciation.

Volunteer's Assignment Sheet

Non-tutoring Form

Date: _____

Volunteer: _____

Teacher: _____

It would be helpful if you could work on the tasks listed below. Please check off those you complete and indicate progress on those not yet completed.

☐ 1. _____ Comment: _____

☐ 2. _____ Comment: _____

☐ 3. _____ Comment: _____

If time permits, you could assist with the following:

☐ 1. _____ Comment: _____

☐ 2. _____ Comment: _____

☐ 3. _____ Comment: _____

Location(s) of task assignments: _____

_____

Location(s) of necessary materials: _____

_____

Comments: _____

_____

_____

_____

_____

Thank you for your invaluable support!

TEACHER-VOLUNTEER ASSIGNMENT WORKSHEET
Tutoring or Instructionally Related

Teacher _____

Volunteer_____

Date	Student(s)	Activity	How much of activity accomplished?	Comments

Volunteer's Lesson Plan

Volunteer: _____ **Teacher:** _____

Date/Time: _____

Name(s) of students: _____

_____

Today's task(s):

1. _____

2. _____

3. _____

Necessary materials: _____

Location of materials: _____

Procedures: _____

_____

_____

_____

_____

_____

Volunteer Comments: _____

_____

_____

_____

_____

Thank you for your support today!

TEACHER REQUEST FOR VOLUNTEER SERVICES

For Volunteer Coordinator Use Only

Vol. Name _____

Phone _____

Email _____

Are you requesting volunteer services?

_____ Yes _____ No (**If no, please stop at this point, sign, and submit form**)

Please indicate the area(s) for which you are requesting volunteer support.

____ **Assist in Classroom**

____ **Chaperone Field Trip**

____ **Tutor:**

____ ELL ____ Language Arts ____ Science ____ Social Studies

____ Math ____ Reading ____ Other: _____

____**Mentor**

____ **Provide general classroom support:** _____

____ **Help in computer lab**

____**Make bulletin boards, posters, displays**

____**Help set up or assist in learning centers**

____**Help with special classroom event**: _____

____**Assist with:** ____Art ____Music ____ Physical Education ___ Technology ___ Science

____**Assist in Media Center**

____**Assist with non-confidential clerical work:** ____ Copy ____ Filing ____ Mail ____ Typing

____**Speak on:** ____ Travel ____ Careers ____ Hobbies ____ Other: _____

____**Other** (e.g., special needs): _____

Day(s) and time(s) you want volunteers:

____ Monday _____ to _____

____ Tuesday _____ to _____

____ Wednesday _____ to _____

____ Thursday _____ to _____

____ Friday _____ to _____

Teacher/Staff Name: _____ **Room/Location:** _____

Grade/Subject: _____ **Phone/Extension:** _____

Email: _____

Comments: _____

_____

♥ NOTES ♥

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