

## Tips for Volunteers

### When You Arrive to Volunteer

**Check in with the program staff or school office. Please be sure to wear your volunteer badge.**

**Remember to record all volunteer hours on your Volunteer Time Sheet.** This is important for the Volunteer Program's record-keeping and recognition events.

Adult/staff restrooms are available for volunteer use in every school. We ask that volunteers do not use student restrooms.

Please be prompt and dependable. The staff and students will be expecting you on the days you are scheduled. If you are unable to make your volunteer assignment, please contact the program staff as soon as possible. You are important!

Your immediate supervisor is the staff person you are assisting. Please bring any questions or concerns you might have, to that person.

Volunteers' dress and behavior should serve as good examples for students. Appropriate conversation and dress is important. If you have a question or concern in this area, please check with the program supervisor.

Some of your out-of-pocket expenses connected with volunteering, mileage for example, may be tax deductible. Check with your tax preparer or the IRS for more information.

### Confidentiality and Responsibility

**Confidentiality is a must.** While volunteering you may observe or hear about individual students and their home or school experiences. It is of the utmost importance that you respect the privacy of students and never repeat anything about individuals. The foundation of all school volunteer programs is confidentiality.

Volunteers are not responsible for student discipline and should report all discipline issues to the staff person in charge. The responsibility for discipline always rests with the district staff.

As a volunteer, you will meet many delightful students and we know you will enjoy working with them. However, volunteers should not telephone students, visit them at their home, or meet them off school grounds without the permission from the parents and/or school principal. When working with students, you must work in an area visible to staff.

Volunteers must report any knowledge or suspicion of a child being neglected or physically or sexually abused. Report any incident or suspicion immediately to a staff person.

### Tips When Working With Students

- Call students by name – be friendly and caring.
- Be enthusiastic, patient and kind - help build high self-esteem.
- Praise success.
- Be honest with students – it's ok to say, "I don't know."
- Be comfortable with silence – allow students time to think and form answers.
- Do not give any student materials on your own without first discussing it with the staff.
- Accept students as they are. Be sensitive to differences in background, culture, religion, values, vocabulary and aspirations.
- Never make a promise you can't fulfill.
- Do not eat candy, snacks or gum when working with students unless it is part of programming.
- Be dependable and prompt.
- Keep calm in an emergency.
- Maintain your sense of humor!

