



Volunteer Information & Procedure Checklist

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

- Days and times you are agreeing to volunteer
- Procedures for you and the teacher/supervisor to keep in touch (regular conferences, telephone conversations, notes, etc.)
- Alternate plans for days when the teacher/supervisor is absent
- How the teacher/supervisor will inform you of the daily assignment (folder, note, etc.)
- How students will address you (the school or the volunteer may have a preference)
- Materials, strategies, or supplies to be used
- Teacher/supervisor's classroom or school policies, procedures, and rules (behavior management, organizational plans, emergency procedures, place for personal belongings, etc.)
- Dates of any required or recommended trainings
- Procedure for notifying teacher/supervisor of your absence

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

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