



Volunteer Information

Families/School/Community in Partnership for Children

We want to thank you for being a school volunteer! Your interest and concern for the children has brought you into the school(s). The administration and staff welcome you and hope you will find your experience rewarding and satisfying.

This brochure has been prepared to offer volunteer specific information relating to the duties and responsibilities of volunteers at school. It cannot begin to contain all the information necessary to meet your needs, but it is a beginning and background to help you feel comfortable in the very important task of helping to meet the needs of students and teachers.

If you have any additional questions or need other information, please feel free to call the building principal.

1/6/04



Lindholm Administration Building
222 Maple Avenue
Waukesha, WI 53186

Phone: 262-970-1000
Fax: 262-970-1020

Information for Volunteers



Assignments



Your information will be kept on file with the District. When the building volunteer coordinator receives requests for help from the staff, s/he will call volunteers to fill those needs. Every care will be made to offer you an assignment in an area in which you have expressed an interest. If, at any time, you find you do not feel comfortable in an assignment, please speak to your building volunteer coordinator. **NO ASSIGNMENT IS PERMANENT.** We can always find you another assignment.

What Jobs Volunteers Can Do

Volunteers can read to children; listen to children read.
Help children who have been absent make up missed work.
Assist in health screenings (i.e., hearing, vision).
Tutor.
Chaperone field trips or walking tours.
Copy materials, prepare bulletin board materials, prepare booklets.
Prepare refreshments for classes and special events.
Assist with the gardens and landscaping.
Help with after-school activities.
Read books onto audio tape for visually impaired students.
Help in the IMC/Library and computer labs.
Share an interest or hobby, a place you have visited or lived, with the students.
Play learning games.
Assist with Center Group activities.
Help with arts and crafts.



Many of the volunteer activities can be done at home, after school, evenings, weekends. All volunteer help is valuable!

Duties Volunteers DO NOT Perform

Volunteers Will NOT:

1. Administer discipline. If you have concerns about anything you see in the classroom, speak to the teacher, the building coordinator, or the principal.
2. Interrogate students or investigate problems. Please report any problems to a staff member.
3. Administer medications.
4. Clean up bodily fluids. The staff has been trained how to clean up bodily fluids. If you have questions, please see the teacher, office staff, or call the building principal.

What Volunteers Can Expect From the Teachers

1. Specific instruction for assigned tasks.
2. Space for the volunteer to perform tasks.
3. Materials and equipment needed to perform tasks.
4. Feedback to the volunteer so s/he will know how well tasks are being done.
5. Advance notice to the volunteer when services aren't needed.
6. Appreciation to the school volunteers—it's the only pay they get.
7. Help in making volunteering a rewarding experience—for volunteers, for teachers and for students.

Dependability

The staff you work with will depend on YOU to be present at your scheduled time. Their days are planned with your help in mind. If you find you will not be able to volunteer on a particular day, please notify the teacher as soon as you discover your plans had to change.

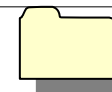


Volunteer Procedures and Responsibilities

Volunteering in school is an experience and a privilege for both the school and the volunteer. It is designed to promote and maintain a supportive relationship for students, teachers, and school staff. Please keep the volunteer program running smoothly by following these guidelines:

1. Please be prompt. This lets the students know that they are important to you. If you must be late, please notify the school.
2. Bring your smile and your willingness to help.
3. Always sign in at the office when you enter the school and sign out when you leave. In case of emergency, this permits us to know you are in the building so we don't forget anyone. A name tag will be provided by the office.

Confidentiality



This can hardly be expressed strongly enough. All of your work in **CONFIDENTIAL**. Names of students, teachers, and staff, their actions and abilities are **NEVER** appropriate topics for discussion outside of school.

Background Checks

Random background checks on any volunteer may be conducted at any time at the discretion of the building principal.

Volunteers are expected to disclose any criminal background information upon applying to be a volunteer.