

Volunteer Guidelines

Woodland Elementary

Welcome to our wonderful team of volunteers at Woodland Elementary. The following is some information that will help you fulfill your volunteer duties:

- Complete your volunteer application form.
- You are welcome to leave your coat and purse in the Volunteer room #64.
- Pop and Water is available in the staff lounge
- Volunteers use only the staff bathroom across from the teachers lounge, next to the cafeteria
- If you wish to eat while volunteering, let the office staff know by 9:30am. Lunch is \$3.00

Note: Younger siblings are not allowed in our classrooms

When you volunteer

- **Be Dependable:** Let the staff person you are working with know if you will not be in. Any last minute changes, call the office (763 315 6400) and leave a message for the staff person
- **Be Professional:** You are an important role model to the students!
- **Be Unobtrusive:** Avoid interrupting teachers, staff or students while they are working. Please schedule time to meet with your child's teacher outside of volunteer time.
- **Be Considerate:** Avoid discussing other students or families information during volunteer time.

Always maintain the confidentiality of the students and staff. Loss of confidentiality will:

- ✓ **Hurt children**
- ✓ **Anger parents**
- ✓ **Damage community support and staff trust**
- ✓ **Damage the volunteer program**
- ✓

Confidentiality covers the following:

- ✓ Student behavior and personality
- ✓ Staff behavior and personality
- ✓ Student or Teacher health
- ✓ Perceived skills of staff or student
- ✓

Please Sign and Return to Cory Mehnert, Volunteer Coordinator:

I have read, and agreed to follow the Volunteer guidelines at Woodland Elementary

Name _____ Date _____