

# Volunteer Handbook

“You give but little when you give of your possessions: It is when you give of yourself that you truly give.”

*Kahlil Gibran*



## **Caddie Woodlawn Elementary**

## Getting started as a volunteer

The first thing you need to do is fill out and return the volunteer survey form. This is very important! Our volunteer survey form lets us know what you are interested in doing, when you are available and how often you would like to help. You will be invited to tell us about any special skills or talents you have to share with our children. You will then be matched up with a teacher or classroom that best meets your request.

The classroom teacher is the best person to answer most questions you may have. Some good things to ask about are:

- Class rules
- Lunch procedures
- Phone procedures
- Restroom information
- Emergency Exit plans
- Places to put belongings
- Classroom daily schedule

Another good question to ask is what the teacher expects of you.

**One thing to remember: Wear washable, comfortable clothes, and comfortable shoes!**

## Routine procedures

- Sign in at the office at your arrival and departure.
- Wear your volunteer name tag so that staff members and students know who you are and can show appreciation for your presence.
- Please be prompt, we plan our days with your help in mind.
- Don't hesitate to ask questions or to set up a meeting to get further instruction, if needed.
- If you must be absent, call the school and let us know as soon as possible.
- You may park on the parent/office side.

If you are working at school during lunch, you may purchase the school hot lunch at a reduced price.



**Note:** If school is canceled or students are released early because of snow or another unanticipated situation, call the school information line at 715-672-6907

# What do volunteers do?

Volunteers do many different things. Think about areas that interest you and what you are comfortable doing. Here are some examples of ways to volunteer in our school:

## READING:

- Reading to children
- Listen to children read

## CLASSROOM HELPER

- Help with short-term projects in science, art, etc.
- Help with field trips and parties
- Help children with writing projects
- Help with cutting or other organizational work within the classroom

## INDIVIDUAL HELP

- Work With math or letter flash cards
- Play instructional games with children
- Help children with make-up work or other work

## AT HOME HELPERS

- Help with typing or printing
- Cut, paste or help with a special project
- Sort, collate or organize materials

## SPECIAL INTEREST AREAS

- Help with zippers, mittens and boots during cold weather
- Help on the playground during recess
- Help in the library



## **Tips for working with children**

- Enjoy yourself! And they will too
- Be warm and friendly
- Learn the child's name and be sure the child knows your name
- Be a good listener and show that you are paying attention to the child by talking about things in which he/she are interested
- Use positive comments to encourage the child
- Notice the things the child does well
- If you don't know an answer, admit it and work the problem out together or ask the teacher
- Build the children's confidence by praising their attention, achievement and effort. Be as specific as possible in your praise
- Maintain a sense of humor
- Encourage the children to do their own thinking and give them time to respond
- Communicate often with the teacher.

## Discipline

Children usually behave well for volunteers, so normally discipline is not an issue. In the event that a problem occurs, there are several things that you can do.

- Take the child to class
- Notify the teacher of the problem
- Write down what happened
- Problem solve with the teacher
- Ask the teacher to speak with the child

## Tips & Prompts for the Listener

- Wait – Allow discovery time (5-10 seconds)
- When the reader is in difficulty say:

Look at the picture.

or

What would make sense?

or

Read it again and get your mouth ready.

or

Skip that word and read on.

or

Is it \_\_\_\_\_ or \_\_\_\_\_?

(Give the reader a choice)

- Not all errors need to be corrected. If an error changes the meaning of the sentence, say: “Try that again.”

# Responsibilities and Expectations

## Volunteers:

- **Maintain confidentiality:** anything seen or heard while you are volunteering must remain confidential information. Both students and staff have the right to expect that nothing that happens to or about them will be repeated outside the school to anyone, including the student's parents.
- **Be reliable:** Call if you cannot make it. It is OK to be sick or have other obligations that pop up.
- **Be a positive role model:** Conduct yourself with dignity, courtesy and consideration at all times.
- **Be flexible.**

**Be a positive, public representative of the school.  
Communication is the key to establishing good relationships that benefit everyone.**

## Teachers:

- Plan and direct the work of the volunteer
- Schedule mutually agreed upon times
- Arrange materials and information needed for the volunteer
- Notify volunteer if they are not needed
- Assist the volunteer in all aspects
- Be positive and appreciative of the help

## Principal:

- Help coordinate and supervise volunteers
- Inform staff of the program
- Assist in identifying volunteer services needed
- Welcome volunteers and recognize their contributions

## **Volunteering – A special reward**

It is amazing how great a volunteer can feel at the end of the day. Little things mean a lot. Your time is very important, and you can make a difference in many ways. More likely than not, you will always leave with a smile on your face.

Children have a great love and respect for adults that spend time with them. They will show you that in the form of:

- A smile
- A hug
- A special note or picture just for you
- Noticeable excitement when you walk into a room
- Growing and learning every day

**WE**   
**VOLUNTEERS**