

Volunteer Guidelines

Gaston School District #511J

Congratulations and thank you for volunteering in Gaston Schools. Your volunteer support represents a wonderful commitment to our community. Volunteers directly meet the needs of students and assist teachers and staff. Volunteers enhance school programs by fundraising, adding their efforts to special building programs, and important committee work. The work of volunteers is invaluable and well appreciated! The following guidelines are designed to clarify school district expectations of volunteers.

SIGN IN PLEASE! At each building, please sign in and put on your Volunteer Name Badge. Why? Security—your Volunteer Badge lets our school community know who is in the building. Also, office staff needs to know where you are working (for messages) and how long you volunteered (for matching corporate funds and grant writing purposes). Remember, volunteers and the services they provide are an indicator of effective schools!

WHAT WILL I DO AS A VOLUNTEER?

Volunteers help in so many ways, for example:

tutoring students	reading to or with students	chaperoning dances/field trips
assisting with preparation of classroom materials		sharing your expertise or talent
serving on a building Site Council or other committee		helping with special projects
assisting a coach or at a sport activity		assisting with a student program

WHAT IS MY ROLE AS A VOLUNTEER WORKING WITH STUDENTS?

Teachers and/or staff will give you directions about materials, skills and which students to assist. Should you have questions or concerns, consult with the staff member. Remember, volunteers assisting students will be under the direction of district staff and in “no instance is a volunteer to be left in sole charge of a student or group of students.” (as per School District Policy IICC)

- * Respecting confidentiality is crucial.
Volunteers are not authorized access to confidential information concerning students and should not disclose other student information to anyone other than appropriate staff who works directly with the student.
- * Contributing in a positive way!
Students will appreciate your positive attitude and interactions with them and you’ll notice their growth and process. Your praise of “good job”, “practice is really making a difference in your performance”, “your skills are improving, I can see the difference”, will motivate the Gaston students.
- * Disciplining students is not a job for volunteers.
Students are expected to be respectful and appropriate with volunteers. If your gentle verbal reminders do not help re-focus the student’s attention and/or behavior, get assistance from the staff member who is in charge. At no time is it appropriate for a volunteer to use physical force or negative intervention with a student.

- * Questions and concerns.
Please mention your questions or concerns to the staff member with whom you are working or the building administrator.

Thank you in advance! As a volunteer, your enthusiasm, service and dedication are very much appreciated! Please read and sign below, and return the form to the school secretary or athletic director.

I have read the guidelines for volunteers and agree to adhere/abide by the expectations.

I hereby grant Gaston School District #511Jt permission to check civil or criminal records to verify any statement made on the attached ODE Criminal History Verification of Applicants form 581-2282-M.

Volunteer form needs to be submitted for renewal every 2 years.

Print Name

Signature

Address

Date

Address

ODL #

Telephone Number

Date of Birth

9/23/2011wb