

VOLUNTEER & TEACHER FIRST MEETING CHECKLIST

When meeting with your supervising teacher, please discuss the following:

INTRODUCTIONS

- Share your goals for volunteering as well as interests and skills as a classroom resource.
- Compare your schedules for compatibility. Please contact BSV if your schedules are not compatible.

RULES & EXPECTATIONS

- Discuss school rules, emergency procedures, & ask for a copy of the bell schedule.
- Review classroom rules and policies.
- Review the BUSD Volunteer Contract for expectations for volunteers & teachers. A copy is provided here & available at berkeleypublicschools.org/volunteer/volunteer-contract.

LOGISTICS

- Locate adult bathrooms & a safe place for personal belongings.
- What do you wish students to call you? What identification do you plan to wear while volunteering?
- Review sign-in and sign-out procedures at school site (may differ by time and day).
- Discuss procedures to follow if you are late, absent, or need to discontinue volunteering.
- Exchange contact information & emergency numbers. Is it okay to text?
- Discuss a plan of action when a substitute teacher is needed.
- How will volunteers be notified about school events, assemblies, news? Sign up for school e-tree?

WORKING WITH STUDENTS

- Discuss proactive tasks & review classroom routines.
- How can volunteers help support a positive learning environment and student behavior?
- What accommodations exist for students with learning challenges or special needs?
- What are typical classroom activities?
- Discuss procedures for taking students out of the classroom for individual work.
- Set up your volunteer schedule with your supervising teacher!

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY