FIRST MEETING CHECKLIST
Berkeley Schools Volunteer & Host Teacher

Please schedule the First Meeting before volunteering begins. To ensure a great partnership, BSV strongly encourages you to cover the following:

INTRODUCTIONS
☐ Share your respective goals for the volunteering experience, as well as any special skills and interests you bring to the table

COMMUNICATIONS
☐ Exchange contact information and emergency numbers.
☐ Discuss communication preferences (email best? Text best? Time of day? etc.)
☐ Discuss protocol for if you’re late, if you’re going to be absent, and/or if you need to discontinue volunteering.
☐ Discuss how the Host Teacher will keep BSV volunteer abreast of events (holidays, field trips, assemblies, etc.) that may impact the volunteer schedule.

LOGISTICS
☐ Locate adult bathrooms and a safe place for volunteer’s personal belongings
☐ Review volunteer sign-in and sign-out procedures at school site (may differ by time and day)
☐ Discuss how the volunteer would like to be named by students
☐ Discuss protocol for volunteer when Host Teacher is out and a Substitute Teacher is working in her/his place

RULES & EXPECTATIONS
☐ Discuss school rules, emergency procedures, and ask for a copy of the bell schedule
☐ Review classroom rules and policies
☐ Review the BSV-BUSD Volunteer Contract for expectations for volunteers and teachers. (A copy is provided here and is also available on the BSV website: berkeleypublicschoolsfund.org/volunteer)
☐ Ensure volunteer has received BSV Name Badge for the current year (If not, volunteer should contact BSV directly).

WORKING WITH STUDENTS
☐ Explore what an ideal partnership looks like, sounds like. For example:
  - Should the volunteer wait for teacher’s directions or seek out tasks proactively?
  - When is the ideal time for questions or follow-up conversation?
☐ Review relevant classroom routines and activities
☐ Discuss specific strategies for positive classroom and behavioral support
☐ Discuss accommodations for specific students with learning challenges
☐ Discuss locations and protocol for supporting small groups or working 1 on 1

SCHEDULING

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<th>MONDAY</th>
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