

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 for 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 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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY