



## 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:*

|   |              |
|---|--------------|
| <b>INTRODUCTIONS</b>  | <b>Notes</b> |
| <input type="checkbox"/> Share your respective goals for the volunteering experience, as well as any special skills and interests you bring to the table  |              |
| <b>COMMUNICATIONS</b>   | <b>Notes</b> |
| <input type="checkbox"/> Exchange contact information and emergency numbers. <ul style="list-style-type: none"> <li><input type="checkbox"/> All other relevant adults in classroom</li> <li><input type="checkbox"/> Front Desk Admin</li> </ul> <input type="checkbox"/> Discuss communication preferences (email best? Text best? Time of day? etc.) <input type="checkbox"/> Discuss protocol for if you're late, if you're going to be absent, and/or if you need to discontinue volunteering <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>If you discontinue volunteering, please also inform Berkeley Schools Volunteers at <a href="mailto:bsv@berkeley.net">bsv@berkeley.net</a></i></li> </ul> <input type="checkbox"/> Discuss how the Host Teacher will keep the volunteer abreast of events (holidays, field trips, assemblies, etc.) that may impact the volunteer schedule |              |
| <b>LOGISTICS</b>  | <b>Notes</b> |
| <input type="checkbox"/> Locate adult bathrooms and a safe place for the volunteer's personal belongings <input type="checkbox"/> Review volunteer sign-in and sign-out procedures at school site (may differ by time and day) <input type="checkbox"/> Discuss how the volunteer would like to be called by students   |              |

|   |  |
|---|--|
| <input type="checkbox"/> Discuss protocol for volunteer for when Host Teacher is out and a Substitute Teacher is working in her/his place |  |
|---|--|

| RULES & EXPECTATIONS  | Notes |
|---|-------|
| <input type="checkbox"/> Discuss school rules, emergency procedures, and ask for a copy of the bell schedule<br><input type="checkbox"/> Review classroom rules and policies<br><input type="checkbox"/> Review the <a href="#">BSV Volunteer Contract</a> for expectations for volunteers and teachers.<br><input type="checkbox"/> Ensure volunteer has received BSV Name Badge for the current year (If not, volunteer should contact BSV directly). |       |

| <b>WORKING WITH STUDENTS</b><br><i>BSV volunteers come with a diversity of experiences that will enrich the classroom environment. Nevertheless, BSV recommends that teachers and staff work with their highest needs students directly, rather than place volunteers in this role.</i>   | Notes |
|---|-------|
| <input type="checkbox"/> Explore what an ideal partnership looks like and sounds like. For example: <ul style="list-style-type: none"> <li><input type="checkbox"/> Should the volunteer wait for the Host Teacher's directions or seek out tasks proactively?</li> <li><input type="checkbox"/> When is/isn't the ideal time for questions or follow-up conversation?</li> </ul> <input type="checkbox"/> Review relevant classroom routines and activities (transitions, attention grabbers, etc.)<br><input type="checkbox"/> Discuss specific strategies for positive classroom and behavioral support<br><input type="checkbox"/> Discuss accommodations for specific students with learning challenges<br><input type="checkbox"/> Discuss locations and protocol for supporting small groups or working 1-on-1 |       |

| <b>WHAT TO DO WHEN YOU RUN OUT OF TASKS?</b><br><i>Prioritize <b>three</b> activities that could work for you!</i>   |                          |
|--|--------------------------|
| <b>Some suggestions</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Are students working independently or in small groups? Circulate! Plop down next to a student and engage them</b></li> <li><input type="checkbox"/> Reorganize the library</li> <li><input type="checkbox"/> Sharpen pencils or manage supply</li> <li><input type="checkbox"/> Prep folders or staple packets together</li> <li><input type="checkbox"/> Make copies, hole-punch, or laminate</li> </ul> | <input type="checkbox"/> |



- Update the bulletin board or student work on walls
- Provide feedback on students' written work
- Take photos of students in action

| <b>SCHEDULING</b> |                |                  |                 |               |
|-------------------|----------------|------------------|-----------------|---------------|
| <b>MONDAY</b>     | <b>TUESDAY</b> | <b>WEDNESDAY</b> | <b>THURSDAY</b> | <b>FRIDAY</b> |
|                   |                |                  |                 |               |

**ANYTHING ELSE? JOT DOWN BELOW**