

# VOLUNTEER & TEACHER 1<sup>st</sup> Meeting CHECKLIST

**When meeting your BUSD supervising teacher/staff person, discuss the following:**  
(from the *BUSD Volunteer Contract for BPEF School Volunteers*)

- School rules, emergency procedures, bell schedule
- Classroom rules and policies (including classroom management)
- Expectations of volunteers; expectations of teachers/program staff
- Dress code or preferences (College clothing is welcomed – Represent and Educate!)
  
- How to sign in and out at school site (may differ by time and day of week)
- Procedures to follow if you are late, absent, or needing to discontinue commitment to program
- Where the adult bathrooms are located
- What identification to wear while volunteering
- Exchange contact information and emergency phone numbers in case of schedule changes, and for communicating sick days. Cell numbers might be a good idea.
- Discuss alternate plans for you on days the teacher is absent and a substitute is in charge.
  
- Discuss best “self-starter” activities, or how you can be a “proactive” volunteer
  
- How to help create a positive learning environment & support positive behavior
- Best strategies for supporting students in the class or program
- Students with learning challenges? What accommodations/modifications exist?
  
- What are site-approved and/or typical classroom activities
- Discuss the procedures for taking students out of the classroom for individual work, if applicable.
  
- Share your special interests, talents, and skills with the teacher.
  
- Create a volunteer schedule:

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>