

ADDitions Volunteer Program  
Murray County Public Schools

WHAT ARE THE RESPONSIBILITIES OF A VOLUNTEER?

1. Meet with the teacher or staff member you will be working with when he/she doesn't have students. This will give you an opportunity to discuss your volunteer assignment. Do not hesitate to set up additional meetings if necessary to get further instructions, discuss a problem, and learn about materials. Every effort has been made to match your volunteer preferences with the needs of the school. Become familiar with classroom rules.
2. Learn and observe all school policies, procedures, and regulations in the assigned school.
3. Be dependable and punctual; always call the school as soon as possible to notify the teacher if you are unable to come. The students will be disappointed but reassured that you care enough to call.
4. Always sign in and put your name tag on!
5. Remember that you are acting as a role model for the students. You should dress and act appropriately. Wear a happy smile, a loving and positive attitude, and a sense of humor.
6. Avoid disciplining. Refer all problems to the staff.
7. Be patient. Children learn at different rates and in different ways. Any sign of progress, as little as it might be, will be your greatest reward. (Avoid "don't" and "no". If you view the child as capable of learning, he will also perceive himself as capable and worthy).
8. Keep "talking" with teachers, secretaries, the principal and other volunteers to a minimum. Their time is very valuable too!
9. Keep school information about students and staff members confidential. Keep your observations on a professional level. Your relationships at school require mutual respect.
10. Never transport students. Signed consent forms must be obtained by the school prior to transporting students.

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Signed (Name of Volunteer)

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Date

1 copy Volunteer  
1 copy School Coordinator