

Thorntons Ferry Elementary School Guidelines for School Volunteers

We, at Thorntons Ferry Elementary School, are delighted and appreciative that you have chosen to participate as a school volunteer! Your valuable gift of time will benefit both the children and staff of our school. We have established the below guidelines that will help you have a successful and rewarding volunteering experience.

BE DEPENDABLE

- Please make a sincere and realistic volunteer commitment.
- Be prompt – teachers and students are counting on you to complete your tasks.
- Call the school (603-889-1577) to report when you must be absent. In the event of an after-school volunteer activity, please contact the Volunteer Coordinator at PTTFVolunteer@gmail.com regarding your absence.
- Sign in upon entering the building using the Volunteer Sign In/Out sheet, located in the main office. Fill out a volunteer badge which must be worn while in the school. [This information is used for both tracking in-school volunteer hours, as well as having accountability for those in the building in case of an emergency.] Prior to exiting the building, sign out using the Volunteer Sign In/Out sheet.
- Keep a record of your hours spent volunteering outside of school hours. This includes evening/weekend event(s) and at-home hours. A monthly calendar to keep track of these hours is sent home with your child(ren). Please return to school by the sated due date.

BE SUPPORTIVE

- Your role is to assist staff and follow their instructions. Operate within existing classroom and school policies.
- Express any questions or concerns to the appropriate people. Do not let misunderstandings or lack of information discourage you from volunteering.
- Per Merrimack School District policy, no volunteer shall be placed in his or her child's classroom.

BE PROFESSIONAL

- School situations, as well as classroom work and observations, are confidential and must be kept between the teacher and the volunteer.
- Dress comfortably, but appropriately, while volunteering within the school.

OTHER NOTES

- Young children are not allowed to accompany you while volunteering.
- Park in one of the three school parking lots. Parking in the bus loop is not allowed.
- Restrooms are located in the front lobby hallway across from the nurse's office.