



Madrona Volunteer Guidelines

***Be Reliable**

It is important that you are realistic about the amount of time that you can offer the school. Teachers and students are relying on you to fulfill your volunteer commitment, so your attendance is very important. If you must be absent, please call your Class Coordinator so that the teachers can be notified. If possible arrange for substitute to fill in for you.

***Be Prompt**

By being there on time, or a little bit early, you are letting the teachers and students know that you think they are important.

***Make Changes as Needed**

If you find that your volunteer assignment is not working out, talk it over with your Class Coordinator or with the Classroom Volunteer Coordinator. Volunteering should be a pleasant experience and that can only happen if you are happy with your assignment.

***Be a Responsible Role Model**

Model good behavior to students by being a good listener; being consistent; and showing a caring attitude.

***Be Positive**

Build students' self esteem by praising honestly and consistently. Try to catch them 'being good' and rewarding them with a positive comment.

***Don't be Afraid to Make Mistakes**

Madrona is a dynamic, ever-changing place that never has two days the same. Your plan that worked today might not work tomorrow. Talking about what went wrong in a situation lets students know that mistakes are a part of learning.

***Be Discreet**

Some information you hear, see or read in the classroom may be confidential. Children, their specific problems, other parents, or teachers should not be discussed with other parents. (Remember the Confidentiality Form in the Volunteer Paperwork?)

***Limit Conversations**

Try not to talk with teachers or other volunteers during teaching and planning times. If you need to talk with your teacher about your child or your volunteer assignment, ask to schedule a meeting time.

***Have Fun!**

Gladly volunteering your time and energy shows children how any citizen can improve their school and community. Thank you.