



**Thornapple Kellogg Schools**

## **Volunteer Guidelines**

**Thank you for volunteering your time.**

**We appreciate you**

**and hope you find the following guidelines**

**helpful in your service experience.**

## **Requirements:**

To work as a volunteer in the Thornapple Kellogg School District, you will be asked to provide information necessary to process a criminal history check.

This information includes your full name, date of birth, Michigan driver's license number and a copy of your valid driver's license or valid I.D.

The school will provide you with a map designating the room to which you are to report and restroom locations.

## **General Guidelines:**

- » Upon arriving at school, please check in at the office and sign the Volunteer Log Sheet.
- » Wear a volunteer name tag.
- » The teacher will provide you with the materials you need and a location to work.
- » When working with a student one to one, keep the door to the space open.
- » If you have any questions after working with a student, ask the teacher.
- » Keep all information about the students you help confidential.
- » If a student shares information with you of a private or potentially dangerous situation, inform the teacher immediately. The teacher, counselor, or principal will determine if a Protective Services (PS) referral is appropriate.

Thank you for your help.

The success of our students is helped by committed volunteers like you.