

REQUEST FOR VOLUNTEERS

for Sonoma Valley High School Teachers - **2009/2010**

TEACHER
SUPPORT
NETWORK



Volunteer Program
Sonoma Valley Education
Foundation Program

REQUEST DEADLINE: ASAP (Please Print)

1 TEACHER/STAFF CONTACT Information

First Name _____ Last Name _____ Miss / Ms / Mrs / Mr / Dr
Position Title _____ Subject _____
School Phone & Ext# _____ Home Phone _____ Cell _____
School E-mail _____ Do you check your e-mail daily? _____
Home E-mail _____ Which is the quickest way to reach you? _____

2 VOLUNTEER REQUEST Information

Today's Date _____ Room Number _____ Grade Level _____
Course Title: _____ Description _____

Describe your in-class volunteer needs. List the tasks. Include type of experience needed. (Please give as much information as possible.)

How many volunteers would you like, per class period? _____ Indicate how many volunteers in total: _____

Does volunteer need to start at beginning of semester? Yes No

Would a Spanish speaking Volunteer be essential? Yes No

Would you like a volunteer for a Special Project? Yes (How many Volunteers needed _____ How often _____) No

If so, what is the nature of the Special Project? _____

On the first day of placement, can you provide the following:

Classroom Rules Discussion of Expectations Introduction to Students Introduction to Key Staff

If not, please explain why _____

3 SCHEDULE REQUEST Information

Please fill out the attached "Schedule Options" form. We cannot place the volunteer without this information. Be Specific.

Would you like the volunteer to come: Every week Other, please specify _____

4 SUBMIT FORM

Please RETURN FORM TO: Drop Box in office of JoAnn Merritt, Administration SVHS • Or fax to: Lynn Ross, 996-4135
Or mail to: SVHS, Atten: TSN JoAnn Merritt, 20000 Broadway, Sonoma CA 95476

Note: We will try and match your needs, but we are dependent on the community resources available. You will be contacted when there is a volunteer match. For questions call: Lynn Wirick Ross at 996-4135 or write to **lynn@svtsn.org**

Photo Release: I give my permission for any photograph of myself, obtained during volunteer activities, to be used for informational material for Teacher Support Network. Initial here X _____.

TEACHER RESPONSIBILITY

for the Volunteer Program

It is the responsibility of the Teacher to do the following:

① COMMUNICATION

- Organize Volunteer tasks prior to the arrival of the volunteer.
Effective utilization of volunteer time will result in teachers having more time to do the critical tasks they need to do, as well as giving a satisfactory experience to volunteers. This can only happen if the volunteer tasks are well organized and an effective working relationship is developed between the volunteer and the teacher. When a volunteer has established a routine, setting out materials for the volunteer and student(s) is helpful so they can get started upon arrival. Written directives will make it easier for your volunteer to know exactly what to do. They will appreciate not having to bother you with unnecessary questions. This will lessen the possibility of interruptions during class.
- Communicate your classroom management techniques and emergency procedures.
- Decide how the students will refer to the volunteer. Miss/Ms/Mrs/Mr/Dr
- Communicate the volunteer's role in creating a positive learning environment and strategies to use while working with students. Teacher will introduce the volunteer and their role in the classroom.
- Give Volunteer Feedback - Get Volunteer Feedback

② SCHEDULING

- TSN will do the preliminary schedule match for the Teacher & Volunteer, but it is the ultimate responsibility of the Teacher and Volunteer to communicate any schedule shifts or changes including:
Teacher Conferences, STAR testing, Doctor appointments, holidays, illness or teacher work days.
- Contact your Volunteer prior to their arrival if they are not needed for that day.
- Discuss alternate plans for the days you are absent and a substitute is in charge.
- Exchange additional contact information and emergency phone numbers in case of schedule changes, and communicating sick days. Emergency or cell phone numbers are a good idea.

If you have further questions contact: Program Coordinator, Lynn Wirick Ross at 996-4135 or lynn@svtsn.org