



## WRIGHTSBORO ELEMENTARY

### VOLUNTEER PROCEDURES



Sign in at the Main Office as “Volunteer” in the computer check-in system



Go to your volunteer area (ie: classroom, cafeteria, office)



Check-in with the Teacher or Teacher Assistant to receive your task(s)



When completed, sign out in the Main Office

**YOUR HELP IS APPRECIATED MORE THAN YOU KNOW!  
THANK YOU FOR ALL THAT YOU DO TO MAKE  
WRIGHTSBORO A GREAT SCHOOL!**