



Volunteering on Campus

- Please park in the main lot.
- Check-in at the front office.
- Review and sign the *Volunteer Expectations* available at check-in.
- When the children meet you, ask them to tell you about the project and how they have prepared before you get started.

Communicating Your Expectations

- Volunteers need to establish expectations prior to beginning a project. An effective way to do this is by asking questions such as,
 - “Tell me about how we should act when in the kitchen?”
 - “How will you manage taking turns and sharing all the cleaning responsibilities?”
 - “How can we be sure that...”
- You may also need to explicitly state your expectations. We often use the language of being “safe and respectful.” We talk about how we use our voices and how we move our bodies.
- While you are there to assist and guide the children, there may be times when you have to step in and say, “Stop.”
- If children are being unsafe or disrespectful they should return to their classroom.
- Please refer to the *Kitchen Project Expectations* posted in the kitchen.

Cooking

- Diligent hand washing is very important; reminders will likely need to be given.
- Eating happens after cooking and cleaning are finished, not during the process.
- The children should be in charge of the project: prep, cooking, and cleaning.
- A volunteer’s job is to supervise the children by actively involving each child in the process and encouraging their independence and responsibility.
- Direct special attention to hot stoves, safe use of the appliances, and sharp knives.
- Dishes are to be hand washed and placed in the black bins to be sanitized.
- It is important that the children complete the cleaning. This is part of the cooking process. Ask them to try again if something is inadequately cleaned. This may mean that they are late to recess – this is fine. They are learning how to manage time and experience is a great teacher. Giving jobs can be helpful; setting a timer can help too.
- If you feel frustrated because you have to ask too many times for cooperation or for the children to clean, you can ask for help from the front desk. The teacher or assistant may also come up to support you or take over.

Class Projects

- When working with other volunteers, adult conversations should be saved for later unless it pertains to the project. A conversation that includes the children can be a lovely way to engage them and is fine as long as it does not detract from the task.
- For an auction project or other adult-guided project, break the task into manageable steps and give clear instructions. Demonstrate each step as needed.
- Asking a question can be a very effective way to direct a child’s attention or work. For example, “What is the next step?” or “Which color will you choose for this leaf?” or “How can you ask for help?”
- Please allow children to complete the project as independently as possible.