

Volunteer Information & Expectations

Thank you for volunteering to help in your child's classroom this year! Please see the below expectations and guidelines for parent volunteers. We want to ensure a great year for everyone (teachers, students & parents) while respecting boundaries and limiting learning interruptions. We appreciate all that you do as a volunteer to help our students & teachers – have a wonderful year!

If you've signed up as a Classroom Volunteer/Help with Prep Volunteer:

- Your classroom teacher will reach out to you if any volunteers are needed. Some teachers utilize room volunteers more frequently than others, and some prefer not to have any volunteers, so please be respectful of your child's teacher's needs and/or your child's building rules.
 - Please do not reach out to your teacher regarding volunteering until your assistance is requested.
- Please only arrive at the requested time and check in at the office and exit the building once your task has been completed.

If you've signed up to donate an item for a Holiday Party (Christmas or Valentine's Day):

- The game & craft volunteers will co-plan the classroom holiday parties (these may be different people for Christmas & Valentine's parties). Please reach out to your teacher 1-2 months prior to the party to ask for any restrictions/wants/needs of your specific teacher before making any definitive plans.
 - Each teacher has a different approach, so please be respectful of any requests they share and ensure you are keeping an open line of communication.
- The snack & drink volunteers are donation only roles and can be a back-up if there is an emergency and one of the other volunteers cannot attend or plan the party.
 - Please ensure your donation is dropped off at school **prior to** party day.
- Please ensure your game, craft & snack can all be completed within 40-50 minutes to allow time for set-up and clean up.
- You should arrive at school NO EARLIER than 5-10 minutes prior to the party.
- Please **DO NOT** bring in decorations or anything that may disrupt items already in the classroom.
- We want everyone to have a fun time while remaining respectful to classroom space and time constraints.

All volunteers:

- As a reminder, photography is prohibited in all Pre-K through 6th Grade Classrooms without parental consent.
- Please do not bring siblings into the building while volunteering.
- Please remember as a volunteer, you are representing the Community Club & the Mt. Zion School District.
- Teachers and Principals will have the final decision on any volunteers coming into the school.
- If you have any questions or concerns, please reach out to the Mt. Zion Community Club Volunteer Chair (Janie Ruffner) or you can email the Community Club at mtzelementarycc@gmail.com