

Introduction

The Family Volunteer program at Hopewell Elementary is designed to promote positive school and community relationships and to enrich the existing school program.

Objectives

- To unite the home and school in a joint effort to enhance the educational programs offered at Hopewell Elementary School.
- To allow teachers additional quality teaching time through the use of classroom volunteers.
- To train and utilize the families and community resource persons for volunteer services in our school.
- To emphasize the value of education to our children by actively participating in school events.

Duties

Volunteers can assist in many ways:

- Accelerated Reader Program
- Assistance in the Volunteer Room
 - Make Copies
 - Tear out workbook pages
 - Laminate materials
 - Cut out Materials
 - Make classroom instructional games and activities
- Assist with special activities (PTO, Field Trips, Field Day, Arts and Crafts, Book Fair, Family Reading and Math Nights, etc.)
- Gather materials for specific classroom projects
- Share Your Talents with Students (dental health, Job Fair, Read to Students, School play, Art, etc.)

Responsibilities

Please Do:

- Check in at the office upon arrival. Sign in and get a visitor/volunteer pass. Please wear your badge at all times. Sign out when you leave and record your service hours.
- Seek assistance when using office equipment if needed.
- Keep student information confidential at all times.
- Be polite and courteous to all students and staff. Maintain a calm, professional tone of voice at all times.
- Discuss problems and concerns with Mrs. Hays or Mrs. Winters **only**. Problems can be solved.
- Be ready to handle an emergency. Be familiar with disaster bells and procedures.

Please Don't:

- Interrupt teachers during instruction.
- Be afraid to ask for help.
- Compare one student to another.
- Show favoritism or dislike to any student or teacher.
- Gossip in the volunteer room or discuss abilities or faults of teachers or students with anyone.
- Hang out in the volunteer room. If you are signed in as a volunteer, please utilize that time by helping.

Thank You

The gift of your time and talent makes a difference in the lives of the children we serve. Hopewell Elementary is a better school because of **YOU!**

Hopewell Elementary School



Family Volunteer Program

Volunteer Coordinator

Jana Hays

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