

Eastgate Elementary Parent Volunteer Training Form



Thank you for volunteering at Eastgate! Please read this information carefully. After reading this information, please fill out an Eastgate Volunteer Application form and turn it in to the office.

Role and Importance of Volunteers

- You are a role model for students at Eastgate. The teachers and staff appreciate having you here, and the students benefit greatly from your support.
- Help us maintain a safe and secure building by always wearing a visitor's badge when volunteering (even on field trips).
- Be reliable, prompt, and dependable. If you are not able to come to school on your scheduled day, contact the teacher by email or phone.
- Leave siblings at home.
- Please turn your cell phone to vibrate.
- Please do not chat with other parents in the classroom while volunteering.
- Follow school policies and procedures.
- Respect confidentiality. As a volunteer you have access to the classroom, students, and information. Please remember to maintain confidentiality not disclose any information you receive during the time you are volunteering in the classroom. Students and their school activities and accomplishments should only be shared with the classroom teacher.

District Policies

- Please read the district Sexual Harassment and Harassment, Intimidation and Bullying policies.
- Volunteers are not to work with a student alone in another room (e.g., tutorial).
- Give "side hugs" and "high-fives" instead of full hugs.
- When reading or working with a student, sit beside them. Do not allow a child to sit in your lap.
- Notify a staff member if a student is misbehaving. Let the staff member handle the situation. You can support the staff member if requested to do so.

Ways to Volunteer

- Help in the classrooms
- Chaperone field trips
- Work with students
- Work in the office, clinic, and library
- Serve on PTA committees
- Walkabout at recess

Classroom Volunteers

- You are there to support the teacher.
- Work in partnership with the teachers and school staff.
- The teacher is in charge of management and discipline. When in doubt – ask.
- Volunteering vs. observation: you are there to help, not observe.

Student Support

- Be a good listener.
- Allow the students to make mistakes.
- Be non-judgmental, respect each student's dignity.
- Celebrate diversity – both lifestyle and cultural.
- Be patient, flexible, and nurturing.
- React well to frustrating and stressful situations.
- Don't hesitate to ask for help from the teacher when needed.

Field Trip Support

- Your responsibility for student safety increases when away from the school.
- Expect students to be on their best behavior.
- Find out if there are any special needs within your group.
- Follow the teacher's agenda.
- Get to know the students.
- When in doubt, ask for help.

***Keep for your records.*



Eastgate Volunteer Application Form

Thank you for your interest in volunteering at Eastgate! Your partnership is important to the success of our school. Please return this completed form to your child's teacher or to the Eastgate Main Office.

Additionally, if you have NOT yet completed a Bellevue School District Volunteer Application, please do so at this time. The Bellevue School District Volunteer Application **and** this form must be completed in order to volunteer at Eastgate.

The BSD Volunteer Application and additional information can be found on the BSD site or by this link: <http://www.bsd405.org/community-engagement.aspx>

List names and grades of your children currently enrolled at Eastgate:

Name	Grade	Name	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- I have read, understand, and agree to the contents outlined in the Volunteer Training Form.
- I have been approved to volunteer with the Bellevue School District (or am currently submitting my application). Please use the link highlighted above to locate the BSD volunteer form.
- I agree to check in and pick up my badge before entering the classrooms.
- I will maintain confidentiality.

Signature

Date