

3 GUIDELINES FOR USING VOLUNTEERS SUCCESSFULLY

TIPS FOR TEACHERS

- Please remember that volunteers come to you eager to assist your students. It is your responsibility to provide them with appropriate materials and guidance in order to maximize the time of the students and volunteers.
- Be aware of the day and time that your volunteer is coming into your classroom. You will find this information on the *Volunteer Assignment Letter* that will be sent to you by Springfield School Volunteers.
- Please make an appropriate space available for the volunteer to work with your student(s).
- Please do not change your volunteer's assignment without discussing it with the volunteer first.
- Please notify your volunteer if the student(s) will not be available to meet with the volunteer (absence, field trip, testing, etc.) The volunteer's contact information can be found on the *Volunteer Assignment Letter* that will be sent to you by Springfield School Volunteers.
- Share ideas and constructive comments with volunteers. They like to know their presence is making a difference in the child's academic performance and/or behavior.
- Please remind your student to say "thank you." Recognizing a volunteer's work is a great way to ensure their help in the future!
- The SSV office wants to know how effective the volunteer is in meeting the needs of your student(s). Please complete the evaluation form when we send it you or you can access the evaluation form and send us feedback at anytime on our website at www.springfieldschoolvolunteers.org
- Don't hesitate to contact your SSV Program Manager as soon as possible if you have any questions or concerns.

PLEASE NOTE: Volunteers should work only under the direction and supervision of a teacher or other member of the school staff. Massachusetts's law prohibits volunteers from being left in charge of the classroom or of a group of students alone. If you must leave the room for any reason, the teacher in a nearby room or the principal must be notified.