



Treasure Village Montessori

VOLUNTEER GUIDELINES & EXPECTATIONS 2016-2017

I. APPLICATION PROCESS

1. The applicant must submit the completed Volunteer application to the Principal. Proper identification such as a driver's license will be needed. Volunteers must submit a new application each school year.
2. All applicants must register with the Monroe County VISA program, found at www.keysschools.com
3. A file of all applicants will be maintained in the front office.
4. All applicants will be notified of the results and volunteer status by the Principal.
5. Upon request, volunteers may remove their names from the school's volunteer list at any time during the school year by contacting the Principal.

II. VOLUNTEER GUIDELINES

1. Report to the office to sign in and out
2. Obtain and wear an identification badge provided by the school while volunteering
3. Follow directions of school staff, recognizing that instructing, supervising, grading and disciplining students are the responsibility of school staff.
4. Work collaboratively with school staff to develop and choose appropriate activities aligned with your talents.
5. Communicate with staff members to obtain clear expectations, directions and to give feedback on volunteer activities.

III. CODE OF CONDUCT

1. **DEPENDABILITY:** Be responsible for your scheduled times and notify the school if you are not able to meet your commitment.
2. **RESPECT FOR AUTHORITY:** Respect the authority of the school and the school administration.
3. **CONFIDENTIALITY:** Do not discuss matters concerning students with anyone but the designated school staff.
4. **IMPARTIALITY:** Do not favor any side or party in school situations.
5. **OBJECTIVITY:** Do not allow your personal feelings to enter into your work as a volunteer.
6. **APPEARANCE:** Dress appropriately, always remember that you are setting an example for students.

IV. POSSIBLE VOLUNTEER TASKS

Classroom helpers	Tutors	Fundraising helpers
Library helpers	Chaperones	Mentors
Special events helpers	Gardeners	Campus beautification

Treasure Village Montessori's Mission

Treasure Village Montessori nurtures a love and curiosity for learning while developing students' abilities to be successful, contributing members of society.