**Prep work for school facilitator:** Put up signs directing people to the presentation room, confirm attendance

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| **Volunteer Training Agenda****Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Time:** 9:00-10:30am**Location:** School Address, Presentation Room |
| **Facilitators:** School Expanded Learning Facilitator, Principal or Assistant Principal, and/or Lead Agency Coordinator |
| **Meeting Objectives:*** To review policies and procedures for volunteering at \_\_\_\_\_\_\_\_\_\_\_\_\_ School
* To answer any questions volunteers have related to the available volunteer opportunities
 |
| **Schedule**  |
| **Time** | **Agenda Item** | **Staff** |
| 9:00-9:10 | Welcome, introductions, volunteers get to know each otherOverview of volunteer opportunities |  |
| 9:10-9:20 | Overview of the school culture and the students and community they will serve  |  |
| 9:20-30 | Go over Volunteer Handbook1. Contact Info
2. School Culture
3. Assigned School Staff
4. School Agreements
5. Program Assessment
 |  |
| 9:30-9:35 | Quick Ice Breaker/Break |  |
| 9:35-9:45 | Handbook Part 21. Student attendance
2. Volunteer absences
3. School schedule, bus schedule, year-calendar
 |  |
| 9:45-9:50 | Interactive Reflection Activity – Take time to share with your elbow partner:Why you are volunteering?What available opportunities interest you most?What your objective is for volunteering? |  |
| 9:50-10:00 | Other operations and logistics:* Classroom assignments
* Classroom Materials
* Questions for School Facilitator
 |  |
| 10:00-10:10 | Tips on classroom management and any potential student behavior or concern issues(Further comments on policies/procedures, contact with teachers, etc.) |  |
| 10:10-10:20 | Volunteer Opportunities Sign upQuestions  |  |
| 10:20-10:30 | School Tour and wrap-up |  |

**Items to Collect from Volunteers:**

* Sharing Learning Spaces Agreement
* Staff Contact List
* Volunteer Opportunity Sign-Up List

**Items to Provide Volunteers:**

* Volunteer Handbooks
* School Contact List with Assigned School Staff Contact Information
* Copy of Sharing Learning Spaces Agreement