**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 other  Overview 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 Handbook   1. 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 2   1. 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 up  Questions |  |
| 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