

Volunteers are very important and we appreciate all of the help and support you provide. In order to make your experience as successful and enjoyable as possible, here are a few guidelines to follow during your time of service.

General guidelines for Memorial Lutheran School Volunteers

Please:

- Remember that the MLS staff has ultimate responsibility for rules, programs, students, staff, and volunteers.
- Follow the rules of MLS and the individual classrooms
- Be reliable. Please arrive on time and on schedule and notify MLS in advance of any absences.
- Sign in at the office upon arrival and sign out at departure.
- Remember you are a role model for students.
- Maintain the highest standards of confidentiality and ethics.
- Dress in a manner that is appropriate to the educational setting where the volunteer activity is taking place.
- Be familiar with the fire, shelter in place, lock down, and disaster drill procedures at MLS.
- Be as helpful as possible and be flexible.
- Support the Ministry of MLS.

Volunteer Policy and Procedures

Memorial Lutheran School is always seeking individuals to volunteer their time. Anyone who would like to volunteer will sign a volunteer sheet stating what they are willing to do at Memorial Lutheran School.

- A background check will be obtained for the volunteer.
- The volunteer will be given appropriate materials regarding the rules and regulations of the school.
- The volunteer will meet with the appropriate person in charge of the activity.
- The MLS representative in charge will define what is expected of the volunteer. At this meeting the MLS representative will go over the General Guidelines for MLS Volunteers.
- The date and time that the activity is to begin and when it is to be completed will be discussed at the volunteer meeting. Following the instructional meeting the volunteer will prepare for their assigned volunteer task.

Volunteering at Memorial Lutheran School

Your help is important to us. We are always seeking individuals to volunteer their time. Whether it is a one-time event or a weekly commitment, there are a variety of opportunities available.

We will contact you as the need arises.

Name _____

Phone _____

E-mail _____

Please indicate below the areas you would be willing to volunteer in:

_____ Teacher helper

_____ Read to students in class

_____ Help with special projects

_____ Set up or clean up at school events

_____ Class field trips: organize or help on the day of

_____ Work in the library (during book fair)

In order to safeguard our students at Memorial Lutheran School, we would ask all volunteers to fill out a background check authorization form. That form will be provided for you to fill out and return.