

VOLUNTEER GUIDELINES

These guidelines are designed to help volunteers who have sustained contact with students at Zion Lutheran School. They are intended to make volunteering a valuable experience for the students and as well as for the volunteer.

PLEASE SIGN IN AND OUT

For the safety of the students, it is important that we know who is in the building. Please sign in at the office when you arrive and out when you leave.

BACKGROUND CHECK

It may be necessary to conduct a Criminal Background Check depending on what degree of contact the volunteer has with students. You will be notified if you need the background check.

DCFS MANDATED REPORTER TRAINING

It is required that you complete the DCFS Mandated Reporter Training.

VOLUNTEER OPPORTUNITIES

Volunteers are one of the most valuable assets our students enjoy; their time is highly valued and greatly appreciated. Volunteers enhance the learning of students by assisting in a variety of ways, such as:

- helping with class parties
- chaperoning on field trips
- working with individual students and/or small groups of students
- putting up classroom and hall displays
- preparing materials and/or resources
- assisting in the Gym, Library, or Computer Lab

VOLUNTEER QUALIFICATIONS

- we reserve the right to request a background check of any volunteer (there is a \$50 fee associated with the background check that will be paid at the volunteer's expense)
- must complete the DCFS Mandated Reporter Training (free, completed online)
- must be approved by the administrator and/or classroom teacher
- must set good example with dress, behavior, language, professional conduct and lifestyle
- must refrain from tobacco and alcohol use when involved with any school activity.