

## **ROUTINE PROCEDURES FOR VOLUNTEERS**

- 1. Be punctual. In case of absence, please notify the front office as early as possible.**
- 2. Be sure to sign in and out upon your arrival and departure at the front office.**
- 3. Volunteer name badges must be worn at all times while at the school.**
- 4. Report to the faculty or staff member to which you are assigned promptly.**

**NOTE: For the safety and welfare of the students, a background check will be conducted for all volunteers. Volunteer applications are processed by the School Volunteer Coordinator through the KeepnTrack volunteer tracking system.**

**THANK YOU FOR BEING A  
SCHOOL VOLUNTEER!!!**