



May Elementary School Student Volunteer Form

Student Name: _____

Home Phone: _____

School Student Attends: _____

Phone: _____

Welcome to May Elementary School. We are pleased to share this educational partnership with you. To ensure a positive experience for all parties involved, we have developed the following expectations.

1. The first step in becoming a student volunteer is to schedule an appointment with your school's counselor to review the projects that you are interested in and review your strengths.
2. Meet with your counselor and share your completed form.
3. Your school counselor must sign this form to indicate that they recommend you for this position. This includes that you receive good grades and that you have not experienced any discipline concerns at your school.
4. Once you have received a recommendation from your school counselor, schedule an appointment with May's school counselor.
5. Be prepared to share the completed form and the days and the hours in which you would be able to volunteer.
6. After your appointment, May's school counselor will call you to finalize details and determine a start and end date for volunteering.

To be completed by the student wanting to volunteer:

1. **What projects/tasks are you interested in helping the school with?**

2. **Please list your strengths.**

School Counselor in which the student volunteer is from:

_____ Counselor's Printed Name	_____ Counselor's Signature	_____ Phone Number
To be completed by May's School Counselor: Date of the meeting held with the student volunteer to review expectations and set up a schedule: _____ Project or task or that has been assigned: _____ Teacher that the student volunteer has been assigned to work with: _____ Days of the week and times the student volunteer plans to come: _____		

School Procedures for Volunteers:

1. Follow school rules.
2. Dress appropriately; you serve as a role model for our students.
3. Sign in at the front counter and wear a visitor sticker.
4. Be on time. In the event that you will be absent, call the office at least a half hour prior to your assigned time.
5. Work cooperatively with your teacher to meet the needs of the students.