

Kingsville Volunteer Procedures

Thank you for your interest in volunteering at Kingsville! Our wonderful volunteers are essential in helping us to reach our mission to ensure that every student thrives. Please read the procedures and policies that you will need to follow when you come to volunteer. After reviewing the policies and procedures below, please sign and return the "Acknowledgement of Kingsville Volunteer Procedures and Policies" form. Thank you for giving us the gift of your time!

In-School Volunteering:

1. Report to the office when you arrive at the school to receive your badge. Please wear your badge throughout the time you are in the building.
2. Please turn your badge in when you leave so we have an accurate accounting of who is in the building should we have an emergency.
3. Please make an appointment for a conference if you need to speak with the teacher. Teachers will not be available to talk with you while you about your child while you are volunteering.
4. Please do not share any confidential information that you learn from your time spent volunteering.

Chaperoning Field Trips:

1. Please follow the itinerary distributed by the teacher. Please do not make side trips or eat at a place not designated on the itinerary.
2. Please report to the bus on or before the departure time listed on the itinerary. Remember to allow sufficient time if visiting the gift shop as long lines may cause your group to not be able to complete their purchase.
3. Please stay with the group you are assigned to chaperone throughout the trip.
4. Please report to the teacher any misbehavior by the students.

Acknowledgement of Kingsville Volunteer Procedures

I have read the "Kingsville Volunteer Procedures".

Name: _____

Signature: _____

We will send you your signed certificate once we have the following:

- Your application form.
- A signed "Acknowledgement of Kingsville Volunteer Procedures" form.

Your signed certificate indicates that you have been placed on our "Approved Volunteer Database". Teachers will contact you directly to schedule you to volunteer in their classrooms.