Thank you for agreeing to volunteer at Granger Elementary. Our volunteers are a very important part of our students’ Granger experience. The following outline describes our volunteer program and our expectations.

I. **Goals of the Volunteer Program**
   a. Encourages parental involvement in their children’s school activities
   b. Assists teachers and school staff
   c. Helps the total school program so that all children are encouraged to grow and succeed
   d. Our volunteers are positive school ambassadors

II. **Volunteer Opportunities**
   a. Cafeteria supervision
   b. Classroom volunteers
   c. Library volunteers
   d. Specific program and PTO volunteers

III. **Roles and Responsibilities**
   a. Work under the direction of a teacher or school staff member
   b. Be on time and dependable
   c. Supervision of students is a major responsibility. Please refer all discipline/safety concerns to a school staff member.

IV. **Safety Procedures**
   a. Sign in and out of the office and wear the volunteer tag. Please only go to the area/classroom in which you are volunteering.
   b. Follow staff member’s lead regarding procedures for fire, tornado, and safety drills.
   c. Do not give any food or snacks to any student unless directed to do so by a staff member. We have several students with food allergies.
   d. Volunteers shall work in an area that is visible to a staff member.

V. **Cautions**
   a. Confidentiality is a must – Information that you read, see or experience about children or staff members while volunteering is to remain confidential. This is an absolute requirement of any volunteer.
   b. All contacts with parents are to be made by staff members.

Thank you for volunteering at Granger Elementary! Your service is invaluable to our students and staff!