



NLCAH Volunteer Guidelines

Thank you so much for your time volunteering at NLCAH! All volunteers must sign in at the front office and receive a volunteer badge. Please see below for guidelines for a wonderful volunteer experience. We appreciate you and look forward to partnering with our volunteers in helping our staff and students be the best they can be! May you be blessed in all you do!

- **General Guidelines**

- All volunteers must complete a volunteer application before volunteering.
- Please refrain from conferencing with teachers or staff regarding your child, school work, etc. (We would be glad to schedule a conference time for you & your teacher.)
- While on campus, please wear your badge at all times.
- Volunteers may not bring children or guests while volunteering.
- Please sign your child out if you would like to take your child home with you.
- Please do not disturb the classroom teacher while he/she is in class or engaged with their students.
- Please refrain from using inappropriate language while on campus. Please silence your cell phone while on campus.
- Please do not walk through hallways or into classrooms while volunteering.
- If you see a building issue, please report it to the front office.

- **On Campus Volunteer Attire**

- If you have a Hybrid T-Shirt, please wear one.
- No shorts (unless requested for specific activity/occasion).
- Please wear jeans, capri, or ankle length pants or below knee length skirts (no jeans with rips above the knee).
- No sleeveless, low-cut, tight-fitting, or midriff blouses/tops.
- For safety, closed-toe or athletic shoes are preferred.

- **Lunch time Volunteers**

Lunch time is reserved for meal time. When volunteers are interacting with students it can disturb the routines we diligently set in place, therefore, we ask that lunch volunteers adhere to the guidelines below:

- Volunteers are asked to remain out of sight from children.
- Volunteers are asked to remain in the kitchen area or in areas specified by administration.
- Refrain from interacting with your own children and students in the same group as your children (unless activity requires it).

- **Field Trip Volunteers**

- All volunteers must sign in at the front office by requested arrival time.
- Volunteers may not bring additional guests on a field trip.
- Volunteers are asked to wear an official Hybrid t-shirt, jeans or knee length shorts.
- We ask that volunteers refrain from conferencing with teachers or staff regarding their child, school work, etc. (We would be glad to schedule a conference time for you & your teacher.)
- If field trip volunteers are asked to drive their personal vehicle, students may not ride in vehicle.

As a volunteer, I agree to abide by the guidelines set forth by NLCAH.

(Print Name) _____ **(Initial)** _____