# Volunteer Guide Template

## Use this guide to train your volunteers.

## Arrival

* Please arrive and be ready to serve at least 10 minutes before the classroom opens to students. Store personal items out of reach.
* Students may be admitted to class as early as (time) as long as two adult volunteers are present; one must be female.
* Visitors are always welcome. Have them complete the New Student Form and contact a lead to welcome them.
* Each student and volunteer must wear a nametag.
* List every student and their assigned volunteer on the check-in sheet. Take the sheet with you when you leave the room; it is critical to have it in case of an emergency.

## Dismissal

* Dismiss a student only to a parent unless they have approved of another person who is age 16 or older. That person must have the current pick-up tag or show identification.
* You may leave once your assigned student has been picked up, no other help is needed, and two adults (including one female) are still present in the room

## Safety

* Each student must always be seen by at least two adult volunteers.
* Volunteers need to monitor entry and exits and ask students not to linger near doors.
* Only adult female volunteers may change diapers and assist a student in the restroom.

## Food & Drinks

* Finish food and drinks before arriving. Some of our students have severe allergies and food issues.
* If you are a buddy to a student attending a typical classroom, make sure you are of food allergies and restrictions since snacks are often available.

## Health

* A parent must return to class to give medication, perform medical procedures, or apply topical lotions or creams. Volunteers may not do so.
* Anyone who has had the following symptoms in the past 24 hours should not attend: fever or chills, cough, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, etc.

## Incidents and Emergencies

* First Aid Kit Location:
* Walkie Location:
* Tornado Shelter:
* Fire Exit:
* Medical Emergency: Call 911 and alert staff.
* Non-emergent injury: Contact a staff member and complete an incident report.
* AED/ First Aid Location:

# **Classroom Activities**

## Welcome & Free Time.

Greet everyone by name and let them know you are glad they are there. A parent may give you an update on the student’s achievements or challenges. Encourage younger students to play, teens to work on puzzles and building activities, and adults to socialize.

## Worship

Sing songs, play music or music videos, and add fun hand motions or instruments. This may be an ideal time to join a large group worship time.

## Lesson

Adapt the curriculum to your students. This could be as easy as pulling out main points, adding visual aids, and using repetition. Keep it age-appropriate and always assume intelligence.

## Outside

Stay inside if it is raining or temperatures are below freezing.

## Activity

Have various group games or activities on hand to fill in extra time. This could be a craft, trivia, guessing games, etc.

## Small Groups / Prayers & Praises (for older students)

Discuss the lesson and allow students to share one prayer and one praise.

## Break (or Snack)

This could be a time to use the restroom, change diapers, and offer water or snacks. Check the list of dietary restrictions before giving a child a snack

## Free Time & Dismissal

Activities are helpful during this time since service may run later than scheduled.

# **Serving Well**

## Be Prepared

* Dress comfortably and modestly. Wear clothes and shoes that allow you to move quickly.
* Do not wear dangling jewelry or long hair in a style that one might grab.
* Refrain from wearing perfumes or colognes that may trigger students.
* Do not bring food or drinks into the classroom.

## Be Engaged

* Welcome everyone by name.
* Give complete attention to your student and help them participate in all activities.
* Stay on schedule. Students will thrive with known repetition.
* Share news, good or bad, that a family tells you with the lead team.

## Be Positive

* Keep a positive attitude, give genuine praise, and encourage everyone.
* Assume intelligence. Never underestimate one’s ability to reason or comprehend.
* Share encouraging news with parents.

## Be a Model

* Act like you’d like students to act. Don’t lean back on chairs, sit on counters, etc.
* Use age-appropriate language and tone of voice, do not talk baby talk to anyone other than a baby, and do not call adults “kids.”
* Respect privacy. Do not take photos of students.
* Give only side hugs, respect personal space, and ask students not to lean or sit on you.

## Be Teaching

* Remind students that God made them, God loves them, Jesus died and was resurrected for them, and He wants a relationship with them.
* Encourage independence by allowing the student to do as much as possible. Prepare the student for the next age group or for a typical classroom.

## Be Learning

* Learn more about your student and his/her family. Review student information in the class binder. Add any information you find helpful.
* Brainstorm new ways to handle behaviors and share success stories with others.

## Be Available

* Make every effort to serve when you are scheduled. Contact us if you are sick.
* Be willing to serve where needed.
* Encourage those you know to consider becoming a volunteer.

## Be Praying

* Pray for our ministry, pray for our families, pray for volunteers. In all situations, pray and rely on the Holy Spirit to guide you.