



Escuela de Guadalupe Volunteer Protocol

To ensure the success of our volunteer program and maintain a productive and supportive environment, we have established the following protocol. These guidelines apply to all volunteers and staff/faculty members who work with volunteers.

1. Volunteer Scheduling

- Volunteers must sign up for shifts at least 48 hours in advance.
- Available shift times are:
 - Morning: 8:30 AM – 12:00 PM
 - Afternoon: 12:30 PM – 4:00 PM
- Volunteers who fail to sign up in advance will not be guaranteed a position.
- All volunteers must be confirmed by a Volunteer Coordinator (Zoe or Caroline) before showing up. Confirmation by teachers or other staff members is not valid.

2. Accountability and Supervision

- Volunteers' hours will only count if they remain with their assigned teacher or faculty member throughout their shift.
- Teachers and staff are responsible for notifying a Volunteer Coordinator if a volunteer is missing or late for their shift.
- Volunteers should never allow someone into the building including friends and staff. Protocol requires everyone to buzz in at the front door.

3. Lunch Breaks

- Volunteers are free to take their lunch break from 12:00 PM to 12:30 PM.
- Lunch may be taken in the cafeteria or outside. Volunteers must return promptly at 12:30 PM for their afternoon shift.

4. Phone Usage

- Phones should not be used during the shift. Any inappropriate or unrelated use of phones will result in the volunteer being dismissed.
- Volunteers may not take photos/videos of students and may not post to their social media accounts.

5. Professional Conduct

- Volunteers are expected to follow all guidelines outlined in the Volunteer Agreement and Expectations document.
- Dress code and respectful behavior must be adhered to at all times.
- Volunteers should not wander the hallways and must remain in their assigned area unless directed otherwise by their supervising teacher or staff member.

6. Additional Information

- Volunteers are encouraged to ask questions or seek clarification from their assigned teacher or staff member if they are unsure about their responsibilities.
- Emergencies or last-minute cancellations should be communicated to the Volunteer Coordinator as soon as possible.
- Staff members are reminded to communicate any concerns, issues, or feedback about volunteers to the Volunteer Coordinator promptly.

By adhering to these protocols, we aim to create a seamless and effective collaboration between our volunteers and the school community. Thank you for your dedication and cooperation in supporting our mission at Escuela de Guadalupe.