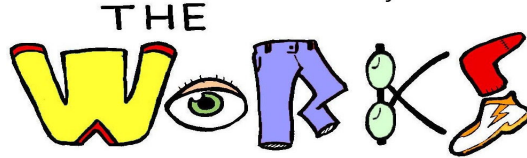


Appendix VI

A Shoreline PTA Council Family Resource



On Site Volunteer Guidelines

If you have signed the volunteer agreement and are ready to help in The WORKS, there are a few items of importance that will make your job more manageable.

We are currently open on every Wednesday that school is in session from 6:30 – 8:00. We ask that volunteers arrive one hour before families. This gives us time to prepare the room, sort through clothing, and a quick tour of the facility. Please be on time, if you can't, explain this when you agree to volunteer.

Some of our families are second language learners, many adults will have their children or interpreters facilitate the conversation. Be respectful of the adult and speak to them directly. Allow them the opportunity to ask their child or helper for assistance; don't assume they can't understand anything just because they don't have a good command of the English language. This also applies to interpreters who sign.

Some of the families that we serve have many large families; try to refrain from commenting on this.

We can choose between several jobs while you are here. We have volunteers sorting clothing, assisting families, checking families in as they enter, checking out families once they find their clothing. The first time you do a new job at The Works; someone will explain and assist you. Don't be afraid to ask questions.