

Kids on Campus Volunteer Rules and Procedures

- **Dress appropriately!** Follow the same dress code you would in school, and remember that you will be working with children. Girls, please make appropriate choices regarding summer clothing. Shirts should not be revealing, low-cut, see-through, or backless. Shorts should be modest. Guys, please do not wear hats inside the buildings or classrooms.
If you wear something inappropriate, we will ask you to wear a Kids on Campus T-shirt over your clothes. If it is recurring problem, volunteer hours may be cut.
- **Please be on time.** If you are a morning or all day volunteer, please arrive no later than 8:45 a.m. If you are an afternoon volunteer, please arrive by 12:15 p.m. If you are going to be late or absent, please call us and leave a message if no one answers the phone.
- **Sign in and out** so we have a record of your hours. The timesheet notebook will be downstairs at the Volunteer Station.
- **Lunch** - If you are an all day volunteer, you will need to provide lunch for yourself. You may bring your lunch or buy a lunch from the kitchen. Also, please remember that lunch is over at 12:30 and you need to be through with your lunch and ready to work again.
- **Your job is to assist** the teachers in any way that they need you. Please be as helpful as possible. Please remember that there are children in class watching everything you do and looking up to you. Be a good role model.
- **Please do not try to handle discipline issues.** If something happens, let the teacher know immediately.
- **All volunteers are responsible for walking students to and from classes everyday.** Please make sure you have your class sign and that you hold it up so it can be seen. Also, stand where you can be seen. Do not leave with your new class until you are signaled to do so. If you have more than one volunteer in your class, take turns walking the classes in and out. More details about where you will go for class change will be given at the Volunteer Orientation.
- **Be helpful to the students.** Sometimes they will need you to assist them in class, give them directions, point them in the right direction to find their next volunteer, or you might need to take them to Laura, Fran, or Sydney in the Kids on Campus Office after you have walked your class to the classroom.
- **Please do not bring games, radios, etc.** The kids are not supposed to have them, so you should set a good example and leave them at home too. Cell phones are to be silent and out of sight. Give your parents our phone numbers and they can get messages to you during class hours through us.
- **Please wear your nametag everyday.** If you lose it or forget it, please stop by the Kids on Campus Office to get a new one.
- **If you are volunteering in an outside class,** please bring water, sunscreen, and possibly a hat to protect yourself from the heat.
- **Please call us if you are going to be absent.** If you know you are going out of town, please let us know as soon as possible. If you are sick, please call us first thing that morning. Leave a voicemail if we don't answer. The earlier we know, the sooner we can find a replacement for you, if necessary.