



## Volunteer Tips for Getting Started

1. Please log-in the Read to Succeed Log-in book at the school office every time you go into volunteer.
2. There are Read to Succeed name tags in the school office. Once you have signed in please put the name tag on so that you will be identified as a Read to Succeed Volunteer.
3. Please be mindful where you park at the school as to not park in the bus parking area if it is close to drop-off or pick-up times.
4. Your teacher will have a contact card to give to you that has your teacher contact info and school contact info. They are business card size, so please put it in your purse or wallet so you can have it in case you need to contact the teacher or school.
5. We also have provided you with a Volunteer Manual to use as a reference. Teachers may point out pieces that apply to your work with students.
6. Please pay attention to the school's schedule of holidays and breaks. Also, be mindful of school delays or school cancellations. Schools in TSC and West Lafayette send notifications when you sign up at <https://www.eventlink.com/public/index.php>.
7. If you will not be able to volunteer due to illness, please email your teacher as soon as you can to let him/her know and/or you can also call the school and let them know as well.
8. If you have any questions or concerns please contact Amy O'Shea at [aoshea@uw.lafayette.in.us](mailto:aoshea@uw.lafayette.in.us) or 765-742-9077 ext. 244.

Thank you so much for Volunteering for Read to Succeed. Have a great year with the students!