

Volunteer, Intern, Guest, Site Checklist

A well informed guest can be an asset to your site. When you first meet with your guest, please plan to discuss the following items below. Please check off each item reviewed with your guest, if it does not apply, please write N/A in the box. Once completed, please give the original to the volunteer coordinator, keep a copy for site records, and give a copy to the guest.

- SCCOE site activity description
- Designation of activity location
- Pertinent training for your guest at your site (i.e, equipment, safety, etc.)
- Days, times and locations for activity (please include) _____
- Building layout, parking facilities, and appropriate restroom facilities
- Procedures for keeping in touch (regular conferences, telephone conversations, notes, informal meetings)
- Alternate plans for days when the supervisor is absent
- Alternate plan if the person or student the guest is working with is absent
- Protocol for informing SCCOE site about absences
- Signing in and logging time
- How the supervisor will tell guest of day's activities (folder, note, or other means)
- How the guest will be addressed by others (school or guest's preference of having students use first name or Mr., Ms., or Mrs.)
- Materials, strategies or games to be used during the activity
- Site policies, procedures and rules, including management system, reinforcement techniques, organizational plans, where guest leaves personal belongings, and whether guest is welcome in teachers' lounge and lunchroom
- If the guest will work in academic areas with students, you should also discuss:
- Pertinent background information about the student(s) the guest will work with (within the appropriate education code of student information confidentiality). Special strengths of the student(s). Special needs of the student(s)
- Safety and emergency procedures regarding fire, shelter in place, lock down and disasters, please include a drill schedule for your site

I verify that I have been informed and trained in the above areas. (Please print clearly)

School Site _____ Date _____

Guest's Name (please print) _____ Guest's Signature _____
 Site Liaison (please print) _____ Site Liaison's Signature _____

**** Once completed, please keep the original at the site, give a copy to the and return a copy to Workforce and Organization Development Department by email, fax or interoffice mail***

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