



# East Goshen Elementary HSA VOLUNTEER GUIDELINES



## Building Policies:

- **All volunteers must enter through the front door.** Please press the “buzzer” that is located on the left brick wall and listen for a click. When you hear the click, open the left-side door.
- **To maintain security, never hold the door open for someone else as you enter or leave.** Each individual must “buzz in” personally.
- **When you have entered the building, please go directly to the office to sign in and obtain a badge.** It would be helpful to the office staff if you announce your name and what you are here to help with. Please have your Driver's License or I.D. available to be run through the Raptor System. ***IMPORTANT NOTE: You must wear the badge in a visible place at all times when you are in the building. This is a district-wide policy for the protection and security of our children.***
- **After you have finished volunteering for the day, you must sign-out in the office before you leave the building.** (In the event of an emergency, it is very important for the office to know who is in the building at all times.)
- **Never park in the bus lane that runs directly in front of the building (or in the bus lane that runs in front of the gym entrance).** Use designated parking spaces only. If all parking spaces are filled you are permitted to park along the grass areas, across the street at the Blacksmith Shop or along E. Boot Road.

## Volunteer Policies:

- **Confidentiality** is a top concern. Whatever is seen, heard or discussed while you are volunteering is not to be discussed with other parents.
- **Teachers/staff members are in charge.** Volunteers are there to assist. Please follow the directions you have been given.



# East Goshen Elementary HSA VOLUNTEER GUIDELINES



- **Volunteers must be committed to the schedule they have signed on for.** Please be prompt and notify the teacher, your committee chair or whomever it is you are supposed to be helping if you cannot fulfill an assignment.
- **Younger siblings are permitted to accompany you while you are volunteering *except for Instructional Support, Library and other situations where you will be working directly with an enrolled child in the school.*** If you find you must bring a younger child with you, please come prepared with quiet activities that will keep them occupied.

Thank you for volunteering at EGE!