

ECHS Volunteer Guidelines

Please read this document carefully before signing up to volunteer for the ELO-P program at Heritage Elementary

*We are SO excited to have you as a volunteer for our ELO-P (Extended Learning Opportunities Program), whether you are new or returning from serving in our program previously! This is a great way for you to earn community service hours in a fun environment with elementary students.

*Each week you will need to click on the ECHS Volunteer Schedule for ELO-P to sign up. You can fill in as many days and time slots as you are available to volunteer.

***You must sign up by 12:00 noon on the day that you want to volunteer. Once all of the time slots are full, choose a different day to volunteer. If you show up and are not on the sign-up list, you may be sent home if we have already have enough volunteers for that day. All new volunteers must show a valid ECHS school ID.**

Please consider this a firm commitment. If you sign up, we will be counting on you to be at Heritage, on time, and ready for your assignment that day. Should you have a scheduling conflict, you need to notify us directly, at least 24 hours in advance. We are depending on you to take the responsibility to sign up only for the days you are available, and to let us know if your availability changes. (Contact Mrs. Wheeler at awheeler@amhcs.org for any schedule changes.)

***The sign up form will be cleared and set for the following week each Friday at 5:00 p.m.** After this time, you may begin signing up for the following week. You will be given your assignment once you arrive at Heritage, based upon our student needs and classes for that day. We will be counting on your flexibility to help out where you are needed.

*Thank you in advance for your willingness to serve these students! Remember that you are a role model with both your words and your actions. These kids will be looking for you to lead them in making positive choices, so please conduct yourselves with this in mind. Realize that while you will have fun serving in our program, this is not a time to socialize with your friends. (Please refrain from

any cell phone use while you are at ELO-P. Please do not ever take photos of any students unless you are involved in the photography class.)

*We are counting on you to look for ways to help both the teachers and the students. Please remain flexible and willing to help with whatever our teachers may need you to do. We always appreciate those high schoolers who take initiative and watch for places where assistance is needed, rather than waiting to be asked to complete a task. In addition, should you see any injuries, inappropriate conversations, or discipline issues that arise during your time with students, let the teacher in charge know immediately. We want everyone to have a positive and safe experience at ELO-P!

*When you arrive, please sign in at the front office. There you will pick up a walkie talkie and name tag as you prepare to join your group of students for the afternoon. Please try to arrive on time (or early) for the time slot that you signed up for. Please make sure you are following the ECHS dress code while at ELO-P.

*Please help us make sure that the classrooms are left neat and tidy and that all students are well supervised during Parent Pick Up. When ELOP is complete for the day, be sure to sign out at the first lunch table, where you will also leave your walkies. We will have Community Service Hours Forms available to you at that time. Be sure to fill those out and have one of our staff members sign them before you leave.



When you have **read, understand, and agree to the above guidelines**, you may click on the link: [ECHS Volunteer Schedule for ELO-P](#) to sign up for community service hours at ELO-P.

If you have any questions, please do not hesitate to contact Mrs. Wheeler at awheeler@amhcs.org.