

Classroom Team Leader Responsibilities

One person is the team leader who

- Obtains the forms, pens, postcards and box from the school office or other LWV volunteer
- Designates which students each volunteer will work with
- Is responsible for collecting the forms from the box after class, checking them again, and then sealing and mailing them.
- Maintains a courteous relationship with the teacher
- Troubleshoots any problems that may arise