



NATICK PUBLIC SCHOOLS
PIONEERING STUDENT ACHIEVEMENT

Volunteer Guidelines and Expectations

Summer Learning Program Contact Info:

Natick Summer Learning Principal: kcasey@natickps.org

Enrichment / Summer Scholars Directors: summer@natickps.org

Extended School Year Directors: natickesy@natickps.org

Robin Slattery, Administrative Assistant: rslattery@natickps.org

CORI Forms:

ACTION REQUIRED - CORI Form:

- All **new** volunteers need to print and complete the [CORI form](#). You do not need to do this if you volunteered last summer.
- All forms need to be submitted with a photocopy of a photo ID (student IDs qualify as a photo ID).
- Please submit completed CORIs and a color photo copy (and the actual ID) of either a license or school ID to the main office at the high school.

Teacher Recommendation Form (NEW):

ACTION REQUIRED - Teacher Recommendation Form:

- This is a new policy this year. All volunteers are required to print and complete the ["Teacher Recommendation Form"](#). In order to ensure that volunteers are suitable to work with children ranging in ages 5 - 14 they must obtain a teacher's recommendation along with their signature. Volunteers who do NOT submit a teacher recommendation form will NOT be allowed to volunteer.
- Please submit completed Teacher Recommendation Forms to the main office at the high school.

Natick Public Schools does not discriminate on the basis of race, creed, color, sex, age, gender identity, religion, nationality, sexual orientation, disability, pregnancy and pregnancy-related conditions, physical and intellectual differences, immigration status, or homeless status.

Natick Schools Central Office:

13 East Central Street

Natick MA 01760

<http://www.natickps.org>

508•647•6500 (phone)

508•647•6506 (fax)

www.facebook.com/natickps

Please Choose:

Many of our volunteers help with the Enrichment and Summer Scholars Program. However, some prefer to work in the Extended School Year program that serves students with special needs. Please indicate on the Google Form which program you prefer to volunteer for. We cannot guarantee your first choice but it is helpful to know.

New to Summer '24:

The Enrichment program will run differently than in previous years. Students who register for enrichment classes will sign up for a full day schedule that will last Monday - Thursday. They will get an offering of both enrichment classes and academic courses every day. Students will be placed into their schedules based on their rising grade levels. To build connections with students, volunteers will be asked to stay with similar grade-level students the entire day and week. Volunteers will move around with students as opposed to helping the same teacher the entire day or week.

Attendance:

Volunteers are expected to be at the program Monday - Thursday. If an unexpected issue comes up or they are not able to make it one day during the week, volunteers are expected to email the directors at summer@natickps.org or natickesy@natickps.org to make the director team aware of the issue.

- **Arrival Time:** 7:45 a.m.
- **Dismissal Time:** Typically around 12:15 p.m.

Expectations of Volunteers:

- Volunteers will have a room to store backpacks and snacks throughout the day.
- Volunteers will be asked to wear a volunteer shirt on the Monday of the program (to be provided by directors) so parents and participants can easily identify you.
- Throughout the rest of the week, dress appropriately for the weather and for working around kids.
- Wear sneakers or running shoes because of the nature of some class options.
- Volunteers should not be on cell phones unless there's an emergency situation during the program day. *If a volunteer is using their phone during the day, they will be asked to put it away.*
- Volunteers should be engaged and actively involved in their assigned classes. During some classes, volunteers are asked to participate with the students. In other classes, volunteers might serve as more of an assistant to the teacher. If volunteers need help with how to support the class, ask the teacher!
- During breaks and transitions between classes, the strongest volunteers use that time to get to know some participants and to spend time with the kids. This is particularly important for our youngest participants. We have rising kindergartners

who attend the program, and we rely on the volunteers to help them feel comfortable and to make the transition as smooth as possible.

- Most importantly, volunteers are asked to have fun with the participants. Many SLP participants look up to the high school volunteers. Please know that the volunteers are role models for the younger participants and must take that responsibility seriously.

Volunteer Community Service Hours

- Print out the [Community Service Form](#) to receive your Community Service Hours.
- Volunteers are responsible for getting this form signed on the Thursday of their final week of volunteering.
- One week of volunteering = 18 hours

*****Volunteers must be able to work the full week for any weeks they sign up for, and community service hours are awarded.*****