

## **Guidelines for Volunteer Engagement to Support Return to Learn Experience**

Volunteers engaging with District 11 students on the distance learning platforms endorsed by the district will follow policies and guidelines established as best practice by the Board of Education through policy IJOC and regulation IJOC-R.

Volunteers must complete a Volunteer Registration form OR be a confirmed speaker scheduled through Volunteer Services.

### STEPS to Engaging A Volunteer Tutor or Classroom Assistant

1. Teacher is the point person for connecting volunteer and student(s). The teacher completes an online form with required link to the teacher's personal room in Teams or Webex whichever is the teacher's preference. [Teacher Request Form](#) OR the teacher uses Microsoft Bookings to create a calendar of the volunteer engagement in his/her classroom and shares with Volunteer Services & Community Partnerships (VSCP) personnel – [Dawn.Enger@d11.org](mailto:Dawn.Enger@d11.org) or [LouAnn.Dekleva@d11.org](mailto:LouAnn.Dekleva@d11.org)
2. VSCP creates a Confidential Opportunity in the system providing accountability and a record of the volunteer tutor or classroom assistant, student or class i.e. Mrs. Smith's 1<sup>st</sup> Grade – Penrose ES, date(s), time and whether it is recurring.
3. Volunteer will receive notification of the scheduled opportunity and can log hours to the opportunity.

### STEPS to Engage A Volunteer as a Classroom Enrichment Speaker

1. Teacher completes a Teacher Request Form at the link below. [Speaker/Special Events Teacher Request Form](#)
2. Many of the community resources who have been long time contributors to the educational experience of District 11 students are working to make their programs accessible in a virtual format.
3. Volunteer Services will schedule the program, register the volunteer and create a confirmation to inform the teacher and volunteer.

Our services have always endeavored to create meaningful engaging opportunities for District 11 students. We are always available to consult on a new project, develop a resource to support a new curriculum presentation or recruit an individual to support a student in their quest for achievement that will open doors to greater opportunities in their educational experience. Never hesitate to contact us to brainstorm ideas, explore options to engage the community or support to try something new. We are here to support you and the students whose minds you inspire.