



Volunteer MPS

Minneapolis Community Education

Points to Cover in Volunteer Orientations

The Orientation Should Include:

Information About the School

- Staff introductions (esp. office, admin.)
- Rooms (Media ctr., cafeteria, assembly)
- Fire exits and routes, procedures
- Phone numbers
- Places (lounges, etc.)
- Bathrooms
- Tornado Drills
- Mission Statement

Information about the Program

- Staff
- Expectations
- Student plans or goals
- Values
- Purpose
- Procedures
- Outcomes
- Locations

Information about Policies and Procedures

- School handbook
- District policies handout

Other Information

- Calendars (district and school releases)
- Parking
- Weather closings
- Maintenance staff
- Name Tags
- Time sheets, sign-ins
- Phone numbers
- Building tour
- Announcements