

Volunteers on Watch Rules and Conduct Form

Volunteers on Watch (VoW) has been adapted from our previous Watch DOGS Program

- ▶ All family members are welcome to participate!
- ▶ Volunteer access is limited to Outdoor Recess (11:45AM-1:15PM) and Morning Drop Off/Afternoon Pick Up.
- ▶ No classroom volunteering for now. Scope might increase as needs change.
- ▶ Time commitment per day is 20 mins-1.5 hr.
- ▶ All volunteers to have current background checks and be fully vaccinated.

Program Rules & Conduct

- ▶ Ensure that you are district approved and vaccinated before volunteering.
- ▶ Arrive at the school 15 mins early to check-in and review your schedule
- ▶ Please wear your PTSA VoW Vest, and name tags while volunteering.
- ▶ Be Approachable – smile, talk to students and listen.
- ▶ Be Smart – follow the school’s policy on conduct & behavior
- ▶ Be Alert – report situations to the Office
- ▶ Be Available – for the students, teachers, and the school
- ▶ Only use designated activity areas, equipment, and restrooms (near office).
- ▶ Follow school’s [Confidentiality Policy](#) as outlined in the Volunteer Handbook.
- ▶ No profanity and No tobacco on school grounds.
- ▶ Do not share religious or political views.
- ▶ Limit personal use of cell phones and similar devices.
- ▶ Never engage in any conduct that brings disrespect to you, your student(s), the School, the Volunteer Program, and other volunteers

I promise to adhere by the **Rules and Code of Conduct for the Volunteers on Watch** program as stated above.

FULL NAME

Signature & Date

How to be a Volunteer on Watch?

For Information on VoW,



OR visit the VoW tab at smithptsa.org.

- ▶ You will need to be a registered volunteer with the district before you arrive at school. Use this link-
 - ▶ [Volunteer Background Check](#)
- ▶ Sign-up for the day and time that works for you. Use the sign-up genius (green register button) on the PTSA website.
 - ▶ [Signup Genius](#)
- ▶ Wear a VoW Green Vest. The office will give you a name tag to wear. Remember to turn the vest in before you leave the school.
- ▶ The office will also ask you to show proof of your vaccination status and sign a Rules and Conduct Form.
- ▶ You will get to take a picture with your child for the Bulletin Board on your first day 😊.
- ▶ **Morning Duties (8:45-8:50)** involve help with unloading and directing kids from buses and cars.
- ▶ If **volunteering for recess (11:45-1:15)**, connect with recess teacher, Mrs. Bruner to see where help is needed.
- ▶ Recess Equipment is available for use OR you can bring some simple and fun recess games.
- ▶ Report any situation at the playground to the staff ASAP. Refrain from addressing it yourself.