



# School Orientation Checklist for Tutors/Mentors

School Name:

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School Office Phone:

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Volunteer Site Contact:

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Phone:

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Notes:

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## For Tutors/Mentors

Student Name:

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Teacher:

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### Personal Responsibilities

- Checking in and out (In the main office at school)
- Nametag (make sure you wear on each visit)
- Procedures for absence or schedule change (name and number to call)
- Appropriate use of school equipment
- Confidentiality between volunteer and student
- Contact person if problems arise

### Tour of School

- Introduction to school support system (Volunteer Site Contact and others )
- Entrances and exits, fire drills, routes and locations
- Restroom locations (for students and adults)
- Availability of instructional materials
- Eating and beverage facilities
- Parking
- School Information (brochure, map, calendar, and newsletters)
- Discipline procedures
- Use of school phone

### Volunteer activity information

- Copy of activity description for my role
- Location of activity
- Start date and scheduled meeting times
- Where I meet my student
- Length of commitment
- Introduction to teacher and student