



# DEER LAKES

## SCHOOL DISTRICT

*Today's Learners, Tomorrow's Leaders*

### **Volunteer Responsibilities within the Deer Lakes School District**

School Year: 2024-2025

- ❖ Once all clearances are submitted and approved, you are eligible for volunteering at the school events. Please check the district website at [deerlakes.net](http://deerlakes.net) for a complete list of the required items.
- ❖ Volunteers are scheduled through LPEP, the classroom teachers, and the office as needed.
- ❖ Only scheduled volunteers are to arrive to volunteer at a given day/time.
- ❖ Upon arrival at the school building, scheduled volunteers are to report directly to the front entrance of the building. You will then be directed to next steps in receiving your volunteer name badge for the day.
- ❖ If the volunteer activity is outside, you will still need to report directly to the front entrance of the building.

**Scheduled volunteers are to remain with their assigned classroom/activity. Please read carefully the details of this procedure.**

- ❖ **Volunteers should not be moving throughout the building to visit other staff members or their personal children during the school day.**
- ❖ **Volunteers are not permitted to eat lunch in the cafeteria.**
- ❖ **Volunteers that are taking their children home need to make arrangements through the office. The office will call the children to the office.**
- ❖ **Volunteers are asked to be fully present during the scheduled activity. Please avoid scheduling work related business during the volunteer time.**

Thank you,  
**Mrs. Jennifer Cavalancia**  
Curtisville Primary Center

**Mrs. Jodi VanderSchaaff**  
East Union Intermediate Center