



## PTSA Volunteer Guidelines

### Show Your Tiger Pride & Get Service Hours!

*Our school events couldn't run successfully without you volunteering, so Thank You!  
Here are some helpful guidelines as you work our events; do your best to be:*

<b>On-Time</b>	Come to your scheduled event on time (if you will be late, or if you can only make a portion of the event due to prior commitment, please make sure the event coordinators are aware).
<b>Flexible</b>	Come prepared to help out, take the first step and ask, "What can I do to help?" Do the job well even if it's something you may not like to do. It's for the good of the cause.  Some events may have additional duties; be flexible and helpful!
<b>Properly Attired</b>	Come neat and well groomed to the event – show your Tiger Pride!  Name tags will be provided during some events within the school, such as open houses, etc; you must wear a PTSA name tag at all times while volunteering.
<b>Friendly, Polite &amp; Display Your Positive Attitude</b>	Put a smile on your face and others will smile back at you! Put your best foot forward by using your manners. Remember you are representing yourself and your school - if you cannot say something positive when asked, then it is best not to say anything at all.
<b>Knowledgeable</b>	Anticipate and answer any questions of people coming to the event.
<b>Honest</b>	It's important that you are honest about what you know and don't know. If you don't know an answer, it's better to say: "I'm not sure and I wouldn't want to give you the wrong information; let me ask the PTSA coordinator" ( or someone else you know will have the right answer).

- Don't forget to log and turn in your volunteer hours. Maintaining all volunteer hours will be the responsibility of each student.
- Periodic dates for submitting volunteer hours to the PTSA awards committee will be designated throughout the school year.
- Make sure you sign in on the sign-in sheet to get credit for your hours; the event coordinator will have the sign-in sheet. Volunteer hours must be verified and signed off by the adult event chairperson.