



## SCHOOL SERVICES

### ATTENDANCE OFFICE/FRONT OFFICE

PURPOSE: TO SOLICIT, SCHEDULE, TRAIN, AND MONITOR VOLUNTEERS;  
TO ENCOURAGE PARENT INVOLVEMENT

Schedule volunteers to help in the Front Office and the Attendance Office. Schedule should be arranged before the first day of school. Front office volunteers assist with answering phones and working at the reception desk answering questions. Attendance office volunteers assist with checking students in and out of school, processing late passes, and filing.

1. During the summer, work with Lynne Loudy/Dana French (for the Front Office), and Cari Andrews (for the Attendance Office), to identify desired volunteer schedule for each area.
2. Obtain, train, and schedule volunteers to staff the front office/attendance office. Volunteers may be identified through membership forms. Usually, most of these will be received during July, August, and early September. It is recommended that volunteers be asked to commitment to a regular schedule, working one or more shifts per month, with the same schedule each month. For example, volunteer "Vickie Volunteer" might work first Thursday and third Monday of every month from 9:00 – 11:00 AM.
3. Prepare calendar and information packet for volunteers. It is recommended that volunteer schedules be updated and distributed at the start of each semester.
4. Follow up to make sure that everyone understands and keeps his or her commitments.
5. Check in occasionally with school contact to make sure their needs are being met.
6. Thank volunteers for their efforts.