



## SCHOOL SERVICES

### PARENTS ASSISTING TEACHERS (P.A.T)

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

1. Obtain, train, and schedule volunteers to staff the P.A.T center. 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 commit to a regular schedule, working one or more shifts per month, with the same schedule each month. For example, "Vivian Volunteer" might work first Thursday and third Monday of every month from 9:00 – 11:00 AM.
2. Prepare calendar and information packet for volunteers.
3. Have 2 - 3 training sessions early in the school year.
4. Send letter to AHS staff regarding the program.
5. Follow up to make sure that everyone understands and keeps their commitments.
6. Follow up to make sure there are sufficient forms and other supplies. Requests for supplies (paper, toner, etc.) can be made to front office personnel.
7. Check in occasionally with school contact to make sure the needs are being met.
8. Schedule/complete "Special Order" jobs as requested by teachers/staff.
9. Thank volunteers for their efforts.