



# Resource Room



Join us in the Resource Room on Thursdays and Fridays to assist our staff with administrative tasks. These requests are easy to complete and help our Facilitators and Care Team focus on the important stuff: our kids!

- ✔ **Make Copies**
- ✔ **Cut and Staple**
- ✔ **Work Independently**
- ✔ **Organize**
- ✔ **Make an Impact**

Check in at the front office with your ID to get the room key and head upstairs. The Resource Room door is immediately to the right of the elevator.

- ✔ Work request forms should be ready for volunteers by **Thursday at 9 AM.**
- ✔ Completed work is due to be completed the next day. **Friday by 1 PM**  
*unless otherwise noted on the request ticket.*

On-campus volunteers are asked to be LiveScanned, turn in a negative TB test every 4 years, and complete a volunteer orientation. Contact your learner's facilitator or [scviparentvolunteers@gmail.com](mailto:scviparentvolunteers@gmail.com) to learn more!



# Book Room



Do you want to help spread a love for reading?

The Book Room is the place for you!

Add your name to the signup sheet.

- ✔ **Improve School Literacy**
- ✔ **Work Independently**
- ✔ **Help with the Book Drive and Book Sale**

Check in with the front office with your ID to get the book room key and head upstairs.

The Book Room is the first door to the left in the upstairs north wing.

## Book Room Process:

- ✔ Online requests are submitted by **Tuesday**.
- ✔ Volunteers check the Google forms each **Wednesday**.
- ✔ Pull books from shelf and check out via the LibraryThing system.
- ✔ Place books in bin, label bin with facilitator's name and location, and place on the cart.
- ✔ On **Thursday**, the volunteer(s) roll(s) the cart around and deliver(s) books to the classrooms.

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# Room Parents & On-Campus Volunteers



## Room Parent

An honorific title to a parent or caregiver who is dedicated to assisting a specific facilitator. Duties are at the discretion of each facilitator. Responsibilities may include:

- **Organizing Resource Room Requests**
- **Managing Classroom Library**
- **Helping with Small-Group Activities**
- **Delegating Tasks to Other Volunteers**
- **Assisting with Classroom Communications: Class Parties, Staff Appreciation Week, and More**
- **Coordinating the Class Pumpkin for Fall Festival**

## On-Campus Volunteers

On-campus volunteers are an important piece of SCVi school culture. Parents and caregivers who are able to donate their time are invited to do so either in their learner's classroom or other areas that need assistance.

- Morning or Afternoon Valet
- Front Office/Reception
- Specials Classes (Art/Music/PE)
- In-Classroom Volunteering
- Fun Fridays
- Lost and Found
- Cafe Crew
- Morning Gate Supervision
- Crossing Guard
- Nurse Clerk

Reach out to your learner's facilitator or the office manager to see how you can help.

**Please check in at the front office with your ID before heading into the classroom or onto the play yard.**

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