

7 HABITS OF HIGHLY EFFECTIVE VOLUNTEERS

California Montessori Project

HABIT #1: BE PROACTIVE

Have a cleared live scan on file in the office. This only needs to be completed once.

Have current negative TB test on file in the office. This needs to be done every 4 years.

You will need to have a confirmed attendance at a “7 Habits of Highly Effective Volunteer” presentation. This is required only once.

Have your current DMV 10 year driver’s history print out on file in the office. THIS CANNOT BE DONE ON-LINE. This needs to be done annually.

Provide a current copy of the Declaration page showing proof of vehicle insurance for \$100,000/\$300,000 liability coverage to the office, a copy of your driver’s license and your DMV car registration . All due annually.

HABIT #1: BE PROACTIVE ~ Classroom

Come into the classroom quietly and with a quiet voice.

Keep your cell phone silenced and refrain from use to help minimize distractions and keep the focus on the students and their learning.

Keep student work, progress and behavior confidential.

Dress appropriately for the task and /or the classroom.

Remain calm during emergency drills (fire, lockdown, earthquake) and actual events. It is imperative that you follow the teacher's directions.

Be available to all children, not just your own.

HABIT #1: BE PROACTIVE ~ Field Trip

Follow the driving directions and do not make unexpected stops. If an emergency stop must be made please contact the teacher. Adhere to all traffic laws.

Refrain from buying souvenirs (unless previously authorized).

Attend all informative parent chaperone meetings and/or read all information given by the teacher

For more information you can read the CMP Field Trip policy in the Family handbook found on our website: www.cacmp.org.

HABIT #2: BEGIN WITH THE END IN MIND

When volunteering in the classroom or on a field trip, be clear about your purpose and goals.

HABIT #2: BEGIN WITH THE END IN MIND

- Safe Support our School
- Offer Peace Openly Communicate
- Always Respectful Assume Positive Intent
- Responsible Remain True to Montessori

HABIT #3: PUT FIRST THINGS FIRST

When you commit to volunteering in the classroom or on a field trip, many people are relying on you to fulfill your commitment. If an unforeseen circumstance prohibits you from fulfilling your commitment, please communicate as soon as possible.

HABIT #3: PUT FIRST THINGS FIRST

Ensure that your car is ready for the field trip—cleaned, gassed, good tire pressure, up to date on maintenance.

If your car is able to show movies, you are showing only “G” rated as stated in the CMP Family Handbook.

Field trips are generally only for the students in the sponsoring classroom.

HABIT #4: THINK WIN WIN

Volunteering in the classroom or on a field trip is a very rewarding experience.

Your child sees you are committed to their school and education.

The classroom and school benefit from your time and expertise.

You are greatly appreciated.

HABIT #4: THINK WIN WIN

Be ready to engage and support positive problem-solving.

Be ready for the unexpected and react with grace and courtesy.

Be a positive support for the teachers and other volunteers.

HABIT #4: THINK WIN WIN

Remember: you are working with other people's children.

Keep in mind people have different beliefs and rules for their family. It is important to recognize that what you might allow for your child may not be acceptable to another family.

Take into consideration influences such as media and language shared with the children.

HABIT #5: SEEK FIRST TO UNDERSTAND THEN TO BE UNDERSTOOD

In other words, listen first, then talk second. This habit is key to good communication.

One of the deepest needs of the human heart is to be understood.

Take time to listen to the child.

HABIT #5: SEEK FIRST TO UNDERSTAND THEN TO BE UNDERSTOOD

When volunteering in the classroom or on field trips, you will be constantly communicating with the children, other parents and the teachers. Do your best to keep this communication positive and productive.

If you have an issue or problem concerning another student or parent, please share this information with the teacher privately. Under no circumstances is it ever acceptable to share confidential matters with other parents or students.

HABIT #6: SYNERGIZE

Travel directly to the location and directly back to school. No side trips or other routes.

All children must ride in either a car seat or booster seat until they are 8 years in age or 4' 9" tall.

Once back from the field trip, wait with the students you are supervising until a teacher arrives to take over.

HABIT #6: SYNERGIZE

The children that travel with you, come back with you. The only exception to this is if other arrangements have been made *in advance and approved by the teacher.*

If other arrangements have been made for the trip back you **MUST** check in with the teacher and make sure all affected driver/chaperones are aware of the change **PRIOR** to departure.

HABIT #7: SHARPENING THE SAW

Take care of yourself.

Before coming into the classroom or chaperoning on a field trip, make sure you are well rested.

Only volunteer if you are mentally and physically prepared to participate in the designated activity.

If you are taking medication that may impair your ability to safely chaperone students, let the teacher know immediately.

HABIT #7: SHARPENING THE SAW

Observe in the classroom prior to volunteering.

Arrange a training time with the teacher(s).

Discuss in advance with your child that you will be there to help ALL of the students.

If separation issues occur, kindly inform your child that this experience must be positive for everyone in order for it to continue.

Be sure to have fun, celebrate a positive home-to-school relationship, and enjoy your experience!

**THANK YOU FOR
YOUR COMMITMENT
TO YOUR CHILDREN
AND THE CALIFORNIA
MONTESSORI
PROJECT**