

VOLUNTEER NOTEBOOK

| VOLUNTEER NOTEBOOK (each volunteer receives a copy) | |
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| Purpose: | Important information for each volunteer to have which includes required forms, background information of agency and school, schedules and additional useful information and forms. |
| Process: | <p>Volunteer notebook will be given to volunteers after they have been approved (and completed criminal background check) at the mandatory training and will be used by volunteers throughout their work with youth. At this time they will also be given their nametags to use while at school.</p> <p>Below is a description of items in volunteer notebook:</p> <p>Left side of 3 ring binder:</p> <ul style="list-style-type: none"> • Bell schedule of school; school calendar, school handbook; donation envelope and required documentation sheet coaches complete after each meeting with youth. <p>Right side of binder:</p> <p>TAB 1: AGENCY INFORMATION – background; board of directors; contact names and info; volunteer contract; ‘how to’ reporting document; volunteer training calendar; monthly volunteer coach reporting form; agency sexual abuse, mandatory reporting and non-discrimination policy</p> <p>TAB 2: SCHOOL INFORMATION: – School district mandatory reporting statutes; logistics of navigating the school and where to park; map of school, school coaching schedule; school calendar with holidays; hall pass for students and copy of coaching meeting schedule.</p> <p>TAB 3: FOUNDATIONS – Important scheduling information for coaches; reminders for what to do after meeting with teen; document on ‘sanctuary’; “what is a coach” document; interview with teen about coaching</p> <p>TAB 4: TOOLS/MODELS – This tab includes various tips and exercises for volunteers to use to support their coaching with the youth</p> <p>TAB 5: PR – this tab includes various PR articles and information related to the agency and coaching teens.</p> |
| Examples: | <p>Required documentation sheet for coaches to complete after each meeting with youth*</p> <p>TPC agency sexual abuse, mandatory reporting and non-discrimination policies*</p> <p>Important scheduling info for coaching sessions</p> <p>Sanctuary document*</p> <p>What is a coach*</p> <p>Interview with teen about coaching*</p> <p>Transactional vs. Transformational doc*</p> <p>Goal setting & coaching plan model*</p> <p>Powerful questions*</p> <p>Network of support worksheet*</p> <p>Network of support Mapping worksheet*</p> <p>What I want/don’t want activity worksheet*</p> <p>Coaching check-in*</p> <p>Good listening*</p> <p>Coaching log sheet*</p> <p>Short tool for creating SMART goal*</p> <p>What characteristics do you most value worksheet*</p> <p>End of year reflection for coach to conduct with teen*</p> <p>Mentoring vs. Coaching sheet*</p> <p>Coaching Tips*</p> |