

Churchill Volunteer Orientation 2015-16

Thank you for volunteering at Churchill. We couldn't do it without you!

Checking In

- *During school hours, all volunteers must check in at the front desk when they arrive.*
- *You must wear a volunteer or visitors badge at all times while you are in the school.*
- *This helps us keep our campus safe by easily identifying authorized volunteers and visitors.*

Parking

- *Volunteers must display a volunteer parking pass in the front window of their car when they park on Churchill campus during school hours.*
- *Parking passes are available at the front desk.*
- *This is a matter of safety for our students, staff, and volunteers. It helps us to know who belongs on our campus, and alerts us to unauthorized visitors. All cars without a parking pass displayed may be ticketed.*

Map – click [HERE](#) to download a map of Churchill

4J Volunteer Guidelines - click [HERE](#) to view and download the guidelines.

FERPA (Family Educational Right to Privacy Act) - click [HERE](#) to download information about FERPA for volunteers.

4J Email Use Policy – click [HERE](#) to view and download the policy

Student Guides

- click [HERE](#) for the 4J Student Rights and Responsibilities Handbook
- or [HERE](#) for Churchill's Student Handbook.

Where to go to for what

- *Jill Reents is the volunteer coordinator for Churchill. Contact her at reents_ji@4j.lane.edu or 541-790-5112.*
- *For immediate questions ask a nearby staff member. Please do not answer questions if you do not know the answer. Always ask a staff member or refer the person asking to a staff member.*
- *Please attempt to resolve conflicts with other volunteers or staff members by speaking to the other person directly. If you find you are unable to resolve your conflict on your own, talk to the volunteer coordinator or an administrator.*
- *Report all injuries to the volunteer coordinator as soon as possible.*

Creating a HelpCounter Account

- *Creating an account will allow you to add or remove schools, update your interests, sign up for upcoming events or regular shifts, manually record or review your volunteer hours, update your contact information and more!*
- *Instructions are available [HERE](#), or at www.chs.lane.edu/volunteers.*

Basic information for Churchill volunteers is available at www.chs.lane.edu/volunteers. Please email reents_ji@4j.lane.edu if you have additional questions about volunteering at Churchill.

More information about volunteering in 4J is available at www.4j.lane.edu/hr.volunteers, or by calling the district volunteer information desk at 541-790-7669.