

亞省中文學校 The Chinese Academy  
2016-2017 年義工當值紀錄表 Volunteer Record Sheet

義工編號 Volunteer No.: \_\_\_\_\_ 姓名 Name: \_\_\_\_\_ 手機 Mobile: \_\_\_\_\_  
當值班級 Class: \_\_\_\_\_ 房號 Room#: \_\_\_\_\_ 教職員姓名 Teacher/Staff: \_\_\_\_\_

Y/M/D	Sign-in am/pm	Sign-out am/pm	Teacher/Staff Signature	Job Description (PTO for Code)
2016/09/10				
2016/09/17				
2016/09/24				
2016/10/01				
2016/10/15				
2016/10/22				
2016/10/29				
2016/11/05				
2016/11/19				
2016/11/26				
2016/12/03				
2016/12/10				
2016/12/17				
2017/01/07				
2017/01/14				
2017/01/21				
2017/02/04				
2017/02/11				
2017/02/25				
2017/03/04				
2017/03/11				
2017/03/18				
2017/04/08				
2017/04/22				
2017/04/29				
2017/05/06				
2017/05/13				
2017/05/20				
2017/05/27				
2017/06/03				

Volunteers must maintain a time log and it must be signed by the teacher/staff  
at the end of the volunteer session. New copies available at the General Office.

亞省中文學校 The Chinese Academy – Volunteer Task Summary Codes

Be proactive, take initiative and demonstrate leadership

Time Frame	Codes	Essential Duties
<b>Before class</b>  Arrive 15 minutes in advance of volunteer shift	B1	As a representative of the school staff, wear volunteer name tag, dress appropriately and avoid use of earphones, cell phone and ipods.
	B2	Take note of the original classroom set up & help organize the room for the day.
	B3	Copy worksheets if required by teacher; special circumstances only.
	B4	Ask teacher if there is any additional assistance required for the day.
	B5	Make list of tasks to be done for the day.
	B6	Make / handout name tags for students.
	B7	Obtain / create needed materials for the day.
	B8	Greet students and parents at the classroom door.
	B9	Be careful in moving tables/chairs, do not leave floor marks/damages.
<b>During class</b>  Refraining from: Chatting, Eating or Drinking, Listening to music or Using phone Reading or Doing homework...	D1	Assist teacher in carrying out class activities and keeping students focused.
	D2	Watch for disagreements, and help students to problem solve.
	D3	Observe and enforce safety regulation ; assist in fire drill/emergency procedures.
	D4	Check attendance at the beginning of class and after recess. Report any missing students to the teacher.
	D5	Set up and maintain display boards.
	D6	Check completion of homework.
	D7	Collect forms from students.
	D8	Maintain classroom files.
	D9	Distribute materials and supplies.
	D10	Assist young students with clothing, bathroom break etc. as required.
	D11	When requested by the teacher, work with a student on a one-on-one basis ( for example taking notes, reading, helping with assignments).
	D12	Maintain order in the temporary absence of the teacher in the classroom. Also assist in the hallways ( e.g. no running, no fighting, no yelling etc.)
	D13	During snack time in the Cafeteria and hallways: mingle and engage with students. Make sure they are not sharing food in case of allergies ( e.g. peanuts). Help to prevent confrontations.
	D14	Persons who can pick up student are: parent, legal guardian or a person who has written authorization from the parent informing the school office.
	D15	Students are not allowed to leave school premises during school hours/recess.
<b>End of class</b>  Ask your teacher / supervisor to sign the time log	E1	Return any borrowed materials from other teachers or library.
	E2	Stand at door to supervise release time. Do not let young children leave without a parent.
	E3	Collect name tags of students.
	E4	Remind students to show notices/letters to parents given to them from teachers.
	E5	Escort students to office when parents are late in picking them up.
	E6	Assist in general clean-up of the room – clean any work or marks on white boards, table tops and desks. Pick up any papers etc. on floor.
	E7	Return the room to its original layout.