**VOLUNTEER REQUEST FORM INSTRUCTIONS (both paper and electronic forms):**

1. The first day for submitting classroom aide request forms is **January 6, 2015** and the last day we will accept request forms is **February 6, 2015.** However, as our last registration day takes placeon **January 27, 2015,** any request forms received after this day will have a less likely chance of being filled. For the greatest chance of being filled, we ask that you submit completed forms by **the 22nd.**
2. Please fill out all blanks/questions **completely**, including the demographic items of the student.
3. Submitting placement request does **not** guarantee we will be able to fill that request. Volunteers are matched based on the placement as well as the volunteer’s availability and knowledge in the requested subject area. However, we do encourage you to fill out forms for as many placements you would like as this will increase the chance that we will be able to place a student in your classroom/with a student.

**FOR THE TEACHERS:**

1. Please provide an e-mail address or phone number at which you can easily be reached. Volunteers have requested for more teacher/volunteer information in order to maximize their experiences in the schools.
2. When your request is filled, two things will happen:  
    a.) One of our staff members will e-mail you with a placement information sheet detailing the name and phone number of your volunteer and of a Vis-A-Vis staff

member.  
 b.) Your assigned volunteer will be instructed to get in contact with you, so please do your best to answer his or her questions as soon as you can. Once his or her background check/fingerprint has cleared, he or she will e-mail/call you a second time to let you know that he/she is ready to begin volunteering. Please let him/her know that you are ready for that volunteer in your classroom.

1. For one-on-one placements, many of our volunteers have expressed interest in keeping in contact with the student’s teachers during the semester so that they are better able to help their student reach their desired goals. If the volunteer should ask you or e-mail you any questions or concerns they may have, please do your best to respond to them as quickly and thoroughly as possible. We understand that you are very busy, but we feel that ample communication on both sides will end up being extremely beneficial for both parties.
2. We have found that the most successful placements often begin with a short **one-on-one meeting** with the teacher and the volunteer so as to outline what the volunteer will do throughout the placement and the general mechanics of the classroom. These short meetings allow the volunteer to feel more comfortable within the classroom and often lead to them returning to the same teacher in the next semester.
3. \*\*For classroom aide placements\*\* Please be prepared and have clear assignments for your volunteers when they come to your classroom. Volunteers should not be asked to make photocopies or grade papers, but rather should be helping you and be interacting with the students during the school day. Many of our volunteers hope to be teachers someday and would greatly appreciate any extra experience.

Thank you so much for your cooperation in adhering to the above instructions and requests for increased communication. We truly believe that if all sides make the effort, the volunteer experience will be much better for all those involved. Please let us know if you have any questions or comments at askvisavis@gmail.com or go to our website to see more about what we are about at visavisuiuc.weebly.com ☺