

# REQUEST FOR VOLUNTEERS

for Sonoma Valley High School Teachers - 2007

TEACHER  
SUPPORT  
NETWORK



**REQUEST DEADLINE: ASAP** (Please Print)

## 1 TEACHER/STAFF CONTACT Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Miss / Ms / Mrs / Mr / Dr

Position Title \_\_\_\_\_ Subject \_\_\_\_\_

School Phone & Ext# \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

Which of these contact numbers is the quickest way to reach you? \_\_\_\_\_

E-mail \_\_\_\_\_ Do you check this e-mail daily? \_\_\_\_\_

## 2 VOLUNTEER REQUEST Information

Today's Date \_\_\_\_\_ Room Number \_\_\_\_\_ Grade Level \_\_\_\_\_

Course Title: \_\_\_\_\_ Description \_\_\_\_\_

Describe your classroom volunteer needs (Please be as specific so we can place you with the best possible volunteer.)

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How many volunteers in each class would you like this semester, per class? \_\_\_\_\_

Does volunteer need to start at beginning of semester?  Yes  No

Would a Spanish speaking Volunteer be essential?  Yes  No

On the first day of placement, can you provide the following:

Classroom Rules  Discussion of Expectations  Introduction to Students  Introduction to Key Staff

If not, please explain why \_\_\_\_\_

## 3 SCHEDULE REQUEST Information

Please fill out the attached "Schedule Options" form. We cannot place the volunteer without this information. Be Specific.

Would you like the volunteer to come:  Every week  Other, please specify \_\_\_\_\_

## 4 SUBMIT FORM

Please RETURN FORM TO: Drop Box in office of JoAnn Merritt, Administration SVHS

Or mail to: SVHS, Atten: TSN JoAnn Merritt, 20000 Broadway, Sonoma CA 95476

**Note:** We will try and match your needs, but we are dependent on the community resources available. You will be contacted when there is a volunteer match. For questions call: Lynn Ross at 996-4135 or write to [lynn@svtsn.org](mailto:lynn@svtsn.org)



# SCHEDULE OPTIONS (From the Teacher)

TEACHER NAME: \_\_\_\_\_

How many Volunteers would you like per period? \_\_\_\_\_ Total # of Vol: \_\_\_\_\_

*(Please check all the times you would like a volunteer. Be as clear and specific as possible.  
Put an asterisk next to the high priority classes. This is for matching purposes only.)*

# of Vol. Needed	Subject		Volunteer Name (TSN Use Only)
_____	_____	<b>MONDAY</b>	_____
_____	_____	<input type="checkbox"/> 8:00 – 8:50	(Period 1)
_____	_____	<input type="checkbox"/> 8:55 – 9:45	(Period 3)
_____	_____	<input type="checkbox"/> 9:50 – 10:10	(Homeroom)
_____	_____	10:10 – 10:25	(Break)
_____	_____	<input type="checkbox"/> 10:30 – 11:20	(Period 5)
_____	_____	<input type="checkbox"/> 11:25 – 12:15	(Period 2)
_____	_____	12:15 – 1:00	(Lunch)
_____	_____	<input type="checkbox"/> 1:05 – 1:55	(Period 4)
_____	_____	<input type="checkbox"/> 2:00 – 2:50	(Period 6)
_____	_____	<input type="checkbox"/> 2:55 – 3:45	(Period 7)
_____	_____	<b>TUESDAY</b>	_____
_____	_____	<input type="checkbox"/> 8:00 – 9:35	(Period 1)
_____	_____	<input type="checkbox"/> 9:40 – 10:30	(A+ time)
_____	_____	10:30 – 10:45	(Break)
_____	_____	<input type="checkbox"/> 10:50 – 12:25	(Period 3)
_____	_____	12:25 – 1:10	(Lunch)
_____	_____	<input type="checkbox"/> 1:15 – 2:50	(Period 5)
_____	_____	<input type="checkbox"/> 2:55 – 3:45	(Period 7)
_____	_____	<b>WEDNESDAY</b>	_____
_____	_____	<input type="checkbox"/> 8:00 – 9:35	(Period 2)
_____	_____	9:35 – 9:50	(Break)
_____	_____	<input type="checkbox"/> 9:55 – 11:30	(Period 4)
_____	_____	11:30 – 12:15	(Lunch)
_____	_____	<input type="checkbox"/> 12:20 – 1:55	(Period 6)
_____	_____	<input type="checkbox"/> 2:00 – 2:50	(Period 7)
_____	_____	<b>THURSDAY</b>	_____
_____	_____	<input type="checkbox"/> 8:00 – 9:35	(Period 1)
_____	_____	<input type="checkbox"/> 9:40 – 10:30	(A+ time)
_____	_____	10:30 – 10:45	(Break)
_____	_____	<input type="checkbox"/> 10:50 – 12:25	(Period 3)
_____	_____	12:25 – 1:10	(Lunch)
_____	_____	<input type="checkbox"/> 1:15 – 2:50	(Period 5)
_____	_____	<input type="checkbox"/> 2:55 – 3:45	(Period 7)
_____	_____	<b>FRIDAY</b>	_____
_____	_____	<input type="checkbox"/> 8:00 – 9:35	(Period 2)
_____	_____	<input type="checkbox"/> 9:40 – 10:30	(A+ time)
_____	_____	10:30 – 10:45	(Break)
_____	_____	<input type="checkbox"/> 10:50 – 12:25	(Period 4)
_____	_____	12:25 – 1:10	(Lunch)
_____	_____	<input type="checkbox"/> 1:15 – 2:50	(Period 6)
_____	_____	<input type="checkbox"/> 2:55 – 3:45	(Period 7)
_____	_____	<input type="checkbox"/> <b>Other</b> _____	_____