

Great Americans Volunteer Information

Thanks so much for volunteering for Great Americans!

At 7:30am:

- Arrive at your classroom. Please be on time for your shift, but no earlier than 7:30
- There will be a plastic bin outside with a white Great Americans binder in it. If not, please ask the teacher or your co-volunteer

In the binder, you should find:

- Volunteer Instructions - please read those again
- Class list for checking off completed requirements
- Copies of the Requirements Packet for you to use and students to borrow to study
- U.S. map in a plastic sleeve and answer sheets numbered 1 to 50 for students to use when they write the states/capitals

Then what?

- Let the teacher and students know you are there
- Stand outside the classroom and wait for students to ask for a turn (Note: some teachers may have a sign up on the board.)
- Ask the student for their name and what requirement they are trying. Check that they haven't already mastered the requirement on the class list
- Tell them when you are ready:
 - For states/capitals: give them a U.S. map (with just the #s) and an answer sheet. They should do the writing in the hallway on the floor near you. The teacher may supply clipboards
 - For Pledge of Allegiance: they should bring their own paper or you may find some in the binder. Be sure it is a BLANK piece of paper!
- Determine if the student is successful. Please abide by the instructions in the requirements (i.e. up to 3 prompts for the Gettysburg Address and no more than 3 spelling errors for states/capitals). It's not fair if some volunteers are super lenient while others are strict
 - If the student gets it right, let them know and initial and date corresponding box on the class list
 - If the student does not get it right, encourage them to study a little more and try again another time

Things to remember:

- Requirements can be attempted in any order and multiple times
- Requirements can be tried multiple times on the same day as long as others are given a turn first
- A single requirement **MUST** be completed in one sitting
 - Students should start writing states/capitals as close to 7:30am as possible or they will not finish!
- Students **MUST** be back in their classroom no later than 8am. If they are not finished by then, the requirement will not be considered successful. They will have to start over another time
- If it is busy, please make sure everyone gets a turn before someone goes twice
- You may test students from other classrooms if you are free and another class is backed up, but please be sure they are checked off in *their* class binder
- While we ask for 2 volunteers per class per day, you may be the only one who signed up for that day! If there are 2 of you, and another class does not have a volunteer, please consider assessing another class
- Please do not test your own child. If you are the only volunteer for your class that day, ask your child to go to another class' volunteer and offer to assess someone from that class if there is a line
- Great Americans is typically done in the hallway. But, if it is really loud, you may be able to use the computer lab downstairs or the music room upstairs

At 7:55am:

- Make sure any Great Americans students are back in their classroom no later than 8am
- Finish reviewing any written requirements (checking the spelling of state/capitals will take a few minutes!)
- Ensure you have updated successful requirements on the class list
- Leave class binder in the plastic bin hanging outside each classroom. Some teachers may ask for it instead
- Let the Great Americans co-chairs know if you are running low on any copies (see binder for contact details)
- Send the Great Americans co-chairs any feedback for tips/things that could be done better (see binder for contact details)

Thank you for helping our students become Great Americans!