



ROLE OF THE ELF VOLUNTEER

ELF could not function without volunteers. It is your enthusiasm, energy, and love for the natural world that make ELF so successful.

VOLUNTEER RESPONSIBILITIES

Communicate with Classroom Teacher (see *Meeting with the Classroom Teacher* checklist)

- Discuss classroom norms, class management ideas and school rules.
- Confirm in-class workshop schedule.
- Share list of workshop topics to help integrate in other parts of curriculum.
- Share ideas (and materials, if possible) for follow-up activities.
- Clarify if teacher will help with small group activities.

Attend the VINS training workshops

- At least one volunteer from each team needs to attend each training.
- In case of emergency, illness, or pre-planned absence, please notify your partner(s) that you cannot attend.

Plan your classroom visit with your teammates

- Organize the order of activities:
 - What key concepts do you want children to get from the workshop?
 - How will you introduce the topic?
 - Who is responsible for leading/presenting each activity?
 - How will you transition from one activity to the next?
 - How do you plan to wrap-up the workshop?
- Adapt activities and material for your students' grade level.
(see *Making Activities Age-Appropriate*)
- Prepare teaching materials:
 - Collect materials from home.
 - Check on and review materials from ELF teaching box.

Present your classroom ELF workshop

- Double check the date with the classroom teacher: Is there an assembly, party, substitute teacher, or other reason to reschedule?
- Show up – if suddenly you can't, notify partner(s) and find a substitute.
- Review *Teaching Techniques* sheet for hints to make the workshop run smoothly.
- Be prepared and be on time – the children are very excited that you are coming!
- Enjoy yourself!

Regroup after your ELF workshop

- Leave the classroom as you found it.
- Return ELF materials to ELF shelf or box in good order for the next team.
- Leave a note on the ELF shelf if you have suggestions about something you did that was a great addition to the unit.