



How To Get Started

- Complete your Background Check form and return to Kelly Lego, MGMS volunteer coordinator. legok@district279.org. 763.315.7600.
- Once you hear back from Kelly, you will then be provided with access to Sign Up Genius. Here you will be able to sign up for volunteering opportunities at MGMS. We will have duties broken out into categories. We expect that this will change over time as teachers become more familiar with us and may want to request our assistance in the classroom, as we are available.
- We encourage you to schedule in ***½ day and Full day*** increments. If you find something that you enjoy doing at the school that involves volunteering ***even an hour a week***, we encourage you to do it! Any time that we can spend at the school ends up being a good investment for us.
- Our hope is that you might be able to provide us with ***at least 2 full days*** of volunteering this school year! Our goal after 2 years of being up and running is to have 3-4 volunteers at the school every day! We are going to keep sign ups available at least a few months in advance.
- Recommend to this program to other adults that you think would be a good fit for this program. They can find the necessary information housed on the MGMS website. Under the “Families” tab, and scroll down to the “WatchDOGS” area.

Things that you need to be aware of as guidelines for this Program:

- Always feel free to stop by the office if you have any questions throughout the day. Any of the staff will be sure to help you out.
- Be approachable – smile, talk to students. Listen to them... We are looking to make personal connections with the students.
- Be smart – follow the school’s policy on appropriate conduct and behavior with the students and faculty.
- Be alert – if a situation arises, please report it to a school official as soon as possible.
- Be available – the goal is to be of service to the school, teacher, and students.
- Be a Positive Role Model – as a WatchDOGS volunteer, please place a check next to each area to represent that you have read and agree to uphold:
 - Never use the student (boy’s or girls’) restrooms. Always use the faculty/staff restrooms.
 - Never be alone with students and always be visible to others.
 - Follow school’s confidentiality policy in regards to our students and staff
 - Do not be disruptive when classes are in session.
 - Do not use profanity
 - Do not use any form of tobacco on the school grounds
 - Do not share religious or political views
 - Do not give your WatchDOGS vest to anyone who isn’t an approved volunteer
 - Limit personal use of cell phones
 - Never engage in any conduct that brings disrespect to yourself or your student(s), the School, and/or the WatchDOGS Program and other volunteering fathers.

To prepare for your Volunteer Day, please take the following steps:

Step 1. Background Check. Complete your Background Check form and return to Kelly Lego, MGMS volunteer coordinator. legok@district279.org. 763.315.7600.

Please Note: When you send in your completed form, if you have areas of expertise that you'd like to demonstrate, or focus on in your classroom volunteering hours, please jot these down on your application. We will be reaching out to the related instructors specifically to let them know of your expertise and will make every attempt encourage them to have you participate in the classroom.

Over time, we will find our relationships with the teachers to become stronger and stronger, and with this, you'll see more detailed options on Sign Up Genius available to volunteer time in the specific classrooms where you feel that you can have the biggest impact! This will take some time, but it will definitely be worth it!

Step 2. Find and "Like" the MGMS Watch DOGS Facebook Page. We will be getting this established as soon as possible. Here you can feel that you can share stories of volunteering... What is working and what isn't working. We will have a link to this facebook page from the MGMS Watch DOGS webpage.

Step 3. Sign Up for Some Volunteer Time! Once your background check is approved, you will be provided with a link to Sign up Genius. Create an account and then you'll be able to sign up for the days, times, and activities that work with your schedule. Please record this information in a place that is available to you. Neither the school nor WatchDOGS will be sending out separate reminders for the time that you've scheduled. We expect that Sign Up genius will be providing you with a breakdown of the day's activities that you'll be able to sign up for.

As our relationship with the school progresses, expect that the

Step 4. Check In. On the day that you will be volunteering, first stop by the Office and Check in (entrance on the South side of MGMS. Feel free to park in the "visitor" parking spots). Here you will sign in and receive a volunteer badge. We recommend that you check in 5-10 minutes before the start of the school day.

Step 5. Wear a Watch DOGS Safety Vest. Hanging on the coat rack by the school office check in desk will be safety vests with Watch DOGS written on the back. Please wear one of these while you are volunteering at the school. While the badges are nice, the vests are something that is more visual and really identifies you as someone that our students can trust and seek out, at a moment of need.

Step 6. Jump Right into Your Schedule!

Initially, a typical day for a Watch DOG will look like the following:

1. **Welcome!** Greet Students at the front door as they arrive for the school day. What a great way to start the day!
2. **Class Time.** Initially, you will be shadowing and accompanying your child to their classes. Upon 1st getting into the classroom, we encourage you to introduce yourself to the instructor. If you are interested in helping out in the classroom, please let them know. I have a feeling that the instructors are going to love the idea of some extra “eyes and ears” being in the classroom setting. We expect that as the program becomes more established and known to the instructors, that we will start to receive requests for assistance during certain days, times, and/or classes. We will be sure to have Sign Up genius reflect these needs.
3. **Special Events....**When special volunteering opportunities come up during the school year, expect to receive either an email from the school volunteer coordinator or a posting from the Watch DOGS facebook page (or likely, you’ll receive both).
4. **In-Between Classes.** Between classes, students have a pretty small window of time to get from one class to another, but we ask that you keep watch on any stragglers that might be in the hallway or for any other activities that might be occurring.
5. **Lunch Time.** After grabbing something to eat, we ask that you spend some time around the lunchroom as extra “lunch room monitors”. Lunch is when everyone tends to get an extra burst of energy, which we hope all students use in a positive way, of course!
6. **Afternoon Classes.** Much the same as morning.
7. **School is Dismissed.** You may check in your gear at the front desk on your way out.
8. **After School Tutoring.** We have been advised that there may become some after school tutoring opportunities made available to us. This is still being worked out, but once it is available, we will post this opportunity to Sign Up Genius.

If you are running into any questions, always feel free to contact the front desk at MGMS at 763.315.7600 or Ron Sonnek at 612.423.4558 or rsonnek@sicora.com