

VI. School Volunteer Orientation Tools



School Ministry Tool Kit

All you Need is Love!

School Volunteer Info Packet: School Information Sample (Template VI D4)

SMBC  SME

XXX Elementary School

XXX Street
Louisville, KY xxxxx
(502) 485-xxxx

Pertinent Information

20xx-xx

Staff

Principal:
Assistant Principal:
Counselor:
Goal Clarity Coach:
Secretary:
Receptionist:

Bookkeeper:
Librarian:
Lunch Room Mgr:
Plant Operator:
Custodian:
Custodian:

School Organization

School Motto: "xxxxxxxxxx"
School Hours: 9:05 AM to 3:45 PM
Total Staff: Approximately xx

Graded Classrooms (Total xx)

Kindergarten @ x
Grade 1 @ x
Grade 2 @ x
Grade 3 @ x
Grade 4 @ x
Grade 5 @ x

Special Areas (Total x)

LEAP (Gifted)
Art
Language
Library
Music
Technology

ECE (Total x)

FMD
Speech
Learning Disabled (x)

Student Information

Number Students: Approximately xxxxx
Student Data: ~xx% of students receive free/reduced-price breakfast/lunch
Schools in Cluster: xxxxxx ES, xxxxxx ES, xxxxxx ES, xxxxxx ES, xxxxxx ES

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a gift from the School Ministry of

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