



VOLUNTEER REGISTRATION August - May 20_____

The Resource Center welcomes your volunteers. This form and a short orientation are required before they can work at The Resource Center.

Volunteer's Name _____

Volunteer's Phone Number _____

Address _____

School _____

Volunteer assigned to work for (teacher name) _____

Signature (Principal/Vice Principal) _____ Date _____

****Reminder.....No children are permitted in The Resource Center.
Please make other arrangements while you are working.***

***No raw materials may be taken out of The Resource Center.
Projects are to be completed on site.***

Please keep in mind the rules for parent volunteers:

- When you arrive, please be sure to **sign in** at the front desk, and **sign out** when you leave. So that we might better serve you, remember to wear your volunteer badge while working in the TRC.
- We are happy to have you use our facility Monday through Friday during the hours of 8:00 am until 2:00 pm, August through May. Summer hours and late hours are reserved for educators.
- Please remember that the materials we have available are only for teacher projects that are to be used in the schools. Projects need to be completed prior to leaving the TRC as "raw materials" (i.e. poster board, construction paper, files folders, etc.) cannot be taken from the building.
- When working in the TRC, please do not bring in children or other guests.
- A copy of the general rules and procedures for the TRC are available at the front desk.

***Our friendly staff is here to help you at any time you have questions.
We always appreciate your input and suggestions!***



DIE CUT EASY FORM

Teacher Name _____ School _____

Size Description:

Tiny = 1" Small = 3"
 Large = 4" X-Large = 8"

Date Submitted _____

Itemize each request – keeping it simple.

*Other = Bookmarkers, Deskplates,
 Door Hangers, Puppets, Borders, etc.*

Item	Qty	Color	Laminate	Tiny	Small	Large	X-Large	Other	Special Instructions
			Y N						
			Y N						
			Y N						
			Y N						
			Y N						
			Y N						

Letter Only	Phrase (Circle upper case letters)	color	laminate	Size and style (choose from size and styles below)
			Y N	Block - 1.25"
			Y N	Block - 2"
			Y N	Block - 4"
			Y N	Block - 8"
			Y N	Vagabond - 3"
			Y N	Lolli Shadow - 3"
			Y N	Circus - 5"

Need anything else?

Name of video	File Folder games	Science equipment or kits	Golden Garbage

Loan Policy:

DVD/Videos (limit 4) = 2 weeks
 File folder games (20) = 2 weeks
 Unit kits (limit 2) = 2 weeks

Posters (limit 5) = 2 weeks
 Science equipment = 2 weeks
 Star Lab (see staff) = 1 week