

# WORKING WITH SCHOOLS

Tips and Tricks

## WHO TO CONTACT

**call the main office and ask who is in charge of the after school programs**

Barrow Elementary: Regenia Dalton- daltonr@clarke.k12.ga.us

Oglethorpe Ave Elementary: Katy Tedford-tedfordk@clarke.k12.ga.us

Clarke Middle School: Shawn Hinger-hingers@clarke.k12.ga.us

## EMAIL CHECKLIST

**Ask if they are interested in you coming to their after school program to help**

Introduce yourself

Introduce your organization

What will you do at the lessons

How often would your organization plan on coming

## WHEN TO CONTACT THEM

**it is important to contact at the right time**

The semester before you would like to do lessons or activities

DON'T contact during the summer (unlikely to answer email)

## BACKGROUND CHECKS/INSURANCE

**Volunteers need background checks**

Talk with your point of contact at the school

Schools have a certain amount of background checks to give

If school agrees, they will notarize background checks for free

## HOW TO GET KIDS TO JOIN THE AFTER SCHOOL PROGRAM

**Get creative**

Create a flier

send flier to school representative

pass out flier to the parents of the kids in the after school program

## CHILDREN ON SOCIAL MEDIA

**Volunteers need background checks**

Need parent's consent to put children on social media

Send school representative consent forms to give to parents