

StepOutNet Volunteer Checklist

Have you?

1. Contacted the teacher at the school? If you were unable to get through, have you send the [letter](#) asking for them to contact you?
2. Have you sent the Materials Confirmation form to the school?
3. Have you returned the StepOutNet visit confirmation and application for library use form?

After completing the above forms you should be sure of the following...

1. The date of your school visit.
2. The time you need to be at the school.
3. Who you should report to.
4. What time your session(s) will begin.
5. How many students you will teach in each session.
6. What year the students are in.
7. The name (s) of the classroom teacher who will be with you in each session.
8. What kind of room you will have.
9. The purpose of the visit (e.g. part of international day / Japan day).



...and have arranged...

10. For the necessary equipment to be set up.
11. For the school to copy handouts.
12. How to claim travel expenses.

On the day - Remember to keep travel receipts!