Volunteer support begins with training and orientation sessions, facilitated by Citizen Schools Leadership staff and hosted either at SHU or Ivy Hill Elementary School. During the training, volunteers will have the opportunity to get to know the staff that will be supporting them during this experience, while at the same time increasing their team building skills, student engagement, behavior management, and building relationships with the youth they will serving.

Additionally, CS will give volunteers insight into the academic strengths and areas for growth of students, informed by Ivy Hill faculty.

SHU should be present for professional development meetings on Fridays at 1:30pm to grow and expand as a professionals regardless if they are in the education arena. CS staff will be linked to SHU volunteers and it will be their job to observe the volunteer, offer support, coaching and feedback in the following ways:

- **Email**: Volunteers can expect a bi-weekly email, offering feedback and comments sharing best practices.

- **Pot-Luck**: Volunteers will be part of the potluck events to promote community building, and will have the opportunity to discuss progress being made and work on solutions to common dilemmas.

Volunteers can be assured of high quality support from CS staff.

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**The Center for Community Research and Engagement**

**SERVICE LEARNING IN THE CORE**

**Citizens School**
**After School Program at Ivy Hill Elementary School**

Seton Hall University
The Center for Community Research and Engagement
C.C.R.E.
400 South Orange Avenue
Jubilee Hall
South Orange, New Jersey 07079
http://artsci.shu.edu/ccre/
(973) 275-5882

"Tell me and I may forget,
Teach me and I may remember,
Involve me and I will learn."
- Benjamin Franklin
**Fall 2008 Partnership**

**Participants**
Citizen School Staff, administration, SHU Coordinators, SHU freshman, Ivy Hill students, Ivy Hill administration.

**Goals**
*Shared vision for successful partnership
*Review SHU freshman expectations to meet CS overall campus goals
*Program Layout and Schedule for fall 2008
*Some request to enhance the effectiveness, relationship, and understanding of program

**Vision**
*All students involved in the tutoring program will raise or maintain their grades
*Students will build relationships with SHU volunteers
*SHU volunteers will know our program elements, campus theme and assist to incorporate it in lessons and tutoring sessions.

**SUCCESS STARTS WITH ME !!!!!**

Students will work one on one or in groups with SHU volunteers, completing homework or other academic skill building activities. The goal of this partnership will be to provide students in need of academic support the resources they need to raise their grades, while at the same time modeling how effort, enthusiasm and preparation can help ensure accomplishments in school and beyond.

**Expectations**

**AIM**
- Attendance must be taken everyday
- 20 min. of AIM time is silent
- Promote this atmosphere before walking into the classroom
- Both students and TL’s are to promote silence by whispering
- Use students to help distribute materials & cleanup
- Assure that students properly fill out their Investment Plan each day and set weekly goals for themselves
- Students will prioritize assignments by working on their hardest subject first (usually Math or Science)
- At no time are you to work on personal items or make personal phone calls

**Snack**
- Greet each member of your team as they walk in
- Use time wisely to get to know your students and see how their day was
- Use time to let students get to know you and your interests
- Students stay seated until Opening Circle or dismissal

**Dress Code**
- No Jean, or Sneakers
- No tee shirts with logos or vulgar language or images
- Jeans are allowed on Fridays w/ a citizen school polo or dress shirt or blouse
- The Citizen Schools Lanyard w/ nametag is part of your daily dress code and must be worn at all times while working. This will help visitors, school staff, parents, students, and volunteers identify you.

**Tardiness**
- Tutors are expected to be on time or early at all times and for all occasions, daily programming at the school, and on and off site trainings.
- If tutors are running late – call (do not email or text) Ms Bailey at least 60 minutes before the time you are scheduled to arrive
  If tutors can’t reach Ms Bailey, inform the Teaching Fellows before 10am
  If tutors can not come to work you must call 3 hours before your scheduled to arrival