

TOPS: Tutor Outreach to Provo Schools

Orientation

Volunteering Begins September 18th

Welcome to the TOPS Orientation. We are so excited to have you volunteer with our program.

What is TOPS?

- 1 Hour Commitment
- Serve in a classroom in Provo School District
- Part of Y-Serve, the nation's largest student-run service organization

Our Purpose: Focus on reaching out to lift others by using our individual talents and by following Christ's example of being a Master Teacher.

Facebook Group:

Before Volunteering:

- Sign up for a weekly time slot for the semester. For access to the spreadsheet, please fill out our interest survey here:



https://forms.office.com/Pages/ResponsePage.aspx?id=m278xvtRqEi3eZ7lZLQEE25Jt2E2E7pOp8_2Q5SeknNUMTJVSkFRMzBVUlpLRVpZQTFESUK1VVA0NCQIQCN0PWcu

- Complete the Child Protection Training here: <https://byu.myabsorb.com/#/online-courses/78300c03-bf50-4ac0-8dc9-7635a2e2eafb>

At the School:

1. Go straight to the main office (it should be near the front door)
2. Tell them you are a volunteer from BYU with the TOPS Program and what teacher you are assigned to.
3. They will give you a form to sign regarding the Provo School District Policies.
4. Each time you volunteer, check-in at the main office first (fill out the log there AND the one for Y-Serve)
5. Be sure to clarify whether you have to have an escort to the classroom or if you can walk there yourself. Some schools are stricter than others with their volunteers.

Basic Guidelines:

- Get teacher/school manager contact info. Contact them if you are running late or can't make it to volunteering. It is okay if you miss once or twice, but please let them know!
- BYU dress code still applies (also no hats or exercise leggings)
- Do not carry, hold, or let a child sit in your lap.
- Do not give personal information to students nor collect or give out information about students.
- If there is a fire drill or real evacuation, follow the teacher you are assigned to.
- Do not be on your phone or doing homework.

Tips:

- Be confident! Teachers and students LOVE when BYU students come help. Just you being there is awesome!
- Ask the teacher for tips on helping a specific student or teaching a principle.
- If you find yourself not knowing what to do, sit by a child and help them!
- Praise the students! ("I'm so proud of you," "You worked so hard,")
- Get to know each student! Learn their names, and ask them about their family or interests.

Please remember to log volunteer hours at yserve.byu.edu!

OR Log through the BYU App

1. Download BYU App
2. Add Y-Serve by going to Features → Search Y-Serve and Add
3. Launch Y-Serve and fill out the form for that date
4. Make sure your role is "Volunteer" and the program is "TOPS"
5. Type the school you volunteered at in the notes, along with any fun experiences (optional)
6. Do this each time you volunteer!