



## Opportunities for Classroom Placements - Spring 2017

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To volunteer in a public school follow the steps below:

- **STEP 1:** In order to volunteer, you will need to come to one of the locations and times listed below to select the volunteer opportunity that suits your interests, course requirements and schedule. You will need to plan on spending about 30 minutes looking through the requests and completing paperwork.

Date	Location	Time
January 12, 2017	Santa Fe College/S-29	9:00a - 2:00p
January 17, 2017	UF Norman Hall/Terrace Room	9:00a - 2:00p
January 18, 2017	UF Norman Hall/Terrace Room	9:00a - 2:00p
January 19, 2017	UF Norman Hall / Terrace Room	9:00a - 2:00p

- **STEP 2:** After signing up for a school placement, and before volunteering in a school, you must attend one of the scheduled orientation sessions listed below.

Date	Location	Time
January 18, 2017	J.J. Finley Elementary, 1912 NW 5th Ave (Auditorium).	4:00p - 5:00p
January 19, 2017	J.J. Finley Elementary, 1912 NW 5th Ave (Auditorium)	4:00p - 5:00p
January 19, 2017	Santa Fe College, WA-104	5:30p - 6:30p

- **STEP 3:** You will begin your volunteer work the week of January 23, 2017.

### IMPORTANT MESSAGE! PLEASE READ!

- There is no parking at Norman Hall.
- The Volunteer Program does not track hours via a software-tracking program.
- You will be expected to volunteer for 10 weeks during the semester.
- If you miss the sign-up dates, placements must be done in person by appointment at the Volunteer Office - **2802 NE 8<sup>th</sup> Avenue.**

Questions? Call the Alachua County School Volunteer Program at 352.955.7250 x252.