



ROCKENBAUGH PTO ELEMENTARY SCHOOL

INSTRUCTIONS FOR COPY VOLUNTEERS

1. When you arrive at school check in with Paula Connor at the desk. Head back to the copy room and look for the COPY BIN with hanging folders on the counter to your right.
2. The teacher's copy jobs will be in green hanging folders in the bin. You will start at the front of the bin and pull out the first folder. An order instruction like the attached file will be on the front of the pages to be copied. Please follow the instruction, make the copies and place the completed pile in the requesting teacher's mailbox which is in the adjacent room. If it is a very large job such that it cannot fit in the mailbox, please walk it down to the teacher's room and place it on the desk outside the door. A list of teacher's room assignments will be posted at the copier.
3. If a job is too large to be completed in your half-hour shift, the following volunteer will start where you left off and complete it. You will place the lime green IN PROCESS card at the spot where you left off and, if necessary, jot a quick note of instruction.
4. When you are finished please tidy up the area.

GENERAL INSTRUCTIONS

1. If you have any questions regarding the copier and its operation ask Paula Connor in the front office or Sandra Ruiz by the principal's office.
2. If you do not understand the directions on the request sheet, ask Paula or Sandra for clarification. They will contact the teacher if necessary. Please do not interrupt the classrooms to ask copying questions.
3. If a teacher or staff member needs to make an urgent copy, please pause your job and let them do their copying. However, other parent volunteers will not be able to interrupt the copy schedule.
4. Note that the PTO has assigned times on the copying schedule as well. They will be able to complete PTO copying during those times.

We are in the process of formulating a list of substitutes that you can email to replace you when you are unable to complete your shift. We expect it to be completed within two weeks.

Finally, please realize that this is a new process for Rockenbaugh and we expect that there will be a few kinks along the way. Please be patient and let me know if you have any suggestions to improve the process.

As always, we appreciate you donating your time. Thanks so much for supporting our teachers!!!