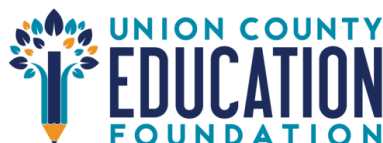




Principal for a Day **Best Practices** for Volunteers

Program Goals: Realities, Relationships, Resources

- Contact your principal two weeks before your scheduled day to introduce yourself and talk about your visit. **Since each school has a different start time please confirm your arrival time with your principal and ask where you should park.**
- Potential activities include: Serving in the car line, working lunch duty, reading to a classroom, having a student led tour.
- Talk to the principal about your priorities that day. For example, do you want to learn more about their language immersion program? Visit the outdoor classroom? See one of the Career and Technical Education classes? Observe a robotics class? Talk with their social worker or school counselor? You can set the agenda!
- Thoroughly go through the Principal for a Day Resource page on our website so you are well-prepared to make the most of your morning. <https://ucedfoundation.org/index.php/events-2/principal-for-a-day/>
- Go to your assigned school's website to learn more about their special programs, activities, and their school colors. Bonus points for dressing in your school's colors!
- Bring the **Principal for the Day Conversation Starters** with you during your visit. Or prepare your own list. For example:
 - *How much time do you spend in the classrooms?*
 - *What are your biggest challenges?*
 - *What motivates you?*
 - *How do you build a positive school culture?*
 - *What is the best part of your day? Week? Year?*
 - *What other personnel work in the school?*
 - *What do you wish more people like me knew?*
- During your visit the principal may have to be involved with situations or conversations of a confidential nature and might step away temporarily and have another staff member take the lead with your visit.
- Wear comfortable shoes! You will walk all over the school so come prepared to get your steps in.
- The day wraps up with **lunch at Rolling Hills Country Club at noon** (email dietary restrictions) so be sure to plan for travel time from the school to Rolling Hills. We will open the floor for you to share about your experience so be ready! (2722 W. Roosevelt Blvd. Monroe)
- Have fun and thank you for your willingness to participate!



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