

VOLUNTEER INSTRUCTIONS
Teachers: please complete the information
and give to your assigned volunteers

Dear volunteer: THANK YOU for offering to work for Student Achievement Day!
Read this information carefully:

YOU HAVE BEEN ASSIGNED TO WORK:

- Sunday, March 4, 2018** – from 8:30 a.m. to 12:30 p.m.
 - Sunday, March 4, 2018** – from 12:00 noon to 5:00 p.m. (or event completion)
 - Sunday, Marcy 11, 2018** – from 8:30 a.m. to 12:30 p.m.
 - Sunday, March 11, 2018** – from 12:00 noon to approximately 4:30 p.m.
 - Sunday, March 11, 2018**– from 4:00 p.m. to 8:00 p.m. (or event completion)
- Sunday March 4 event at Schoolcraft Community College in Livonia;
Sunday, March 11 events at Steinway Piano Gallery of Detroit in Commerce Township

YOUR ASSIGNED JOB IS:

PLEASE READ CAREFULLY:

- If you **cannot** meet your volunteer obligation, notify your teacher immediately. Teachers must meet their obligation to provide an adequate number of volunteers for SAT to run successfully.
- Volunteers are important to the success of our testing day. **Workers must arrive on time and plan to stay for the full duration of their shift.**
- Lunch is provided for judges, teachers and all-day volunteers. Indicate the number of lunches needed for the workers you provide.
- Active cell phones are **NOT ALLOWED** in testing areas or hallways.