



DAILY PLANNER

Time	Location	Assignment	What to do	
One week prior to service		A BRIEF classroom DOD visit to child's classroom for teacher assistance, introduction/hello, or reading REQUIRES PRIOR APPROVAL from teacher. If approved, set time and place.	SEEK APPROVAL by email by request to child's teacher. View directory here: https://patrickes.gcpsk12.org/directory . Teacher decisions are not negotiable.	☐
Day of service	Before leaving home		Wear your DOD shirt and bring a picture ID.	☐
7:30	Arrive at school	Park in the top (first) lot to the left as you enter property	Proceed to front office to check-in: show ID, get visitor badge and DOD lanyard, get daily planner, meet other DODs.	☐
7:40-8:05	2 DODs: at car arrivals 2 DODs: at bus arrivals	Welcome students	Greet students: smile, offer good morning message and high-fives, encourage, and help as needed (by request)	☐
8:05-8:15	Front Office	Patrick Pups News (morning announcements)	Be briefly introduced as a volunteer Dad on Duty with your child onscreen	☐
8:15-10:15	Teacher/Administrator Support (office check-in)	Assist as directed (check in every 15 minutes until late morning, leave text number with office)	Assist with left-behind deliveries from parents to classroom (knock, don't enter), review special requests from front office, deliver supplies as needed.	☐
	In classroom or library	BY INVITATION ONLY (pre-arranged with teacher)	Fulfill special requests (if any): read to students, assist in special activities	☐
	Hallways	Be visible without disruption	Walk by and quietly smile, offer thumbs-up, and help as needed (by request). Please be non-verbal and not excitable.	☐
10:15-11:00	Personal time		Return phone calls, texts and email out of sight of students and teachers	☐
11:00-1:30	Cafeteria	Eat lunch with your child at their assigned time, then work the room and coordinate shifts with other DODs.	Help as needed: smile, offer high-fives, encourage, and help as needed (by request)	☐
	Playground	Be present on playground before/after eating with child	Organize group games, smile, offer high-fives, encourage, and help as needed (by request). Award DOD stickers for kind behavior.	☐
1:30-2:40	Teacher/Administrator Support (office check-in)	Assist as directed	Complete special request(s) for today's date.	☐
2:40-3:00	2 DODs: car departures 2 DODs: bus departures	Dismissal	Dismiss with smiles and high-fives, encourage, and help as needed (by request)	☐
3:00	Departure		Return visitor badge, DOD lanyard, and leftover DOD stickers before leaving.	☐

Special Requests for (DATE): _____

- ☐ Event setup/breakdown (details): _____
- ☐ Arts/gym/tech class assistance: (details): _____
- ☐ Cleaning/organizing (details): _____
- ☐ Library assistance (details): _____
- ☐ Other (details): _____