

Last updated October, 2008

Volunteer Parking and Sign-in Information

Many of you have questions regarding the parking situation for volunteers. Following are the current guidelines:

~There are fifteen spaces that have been designated as Volunteer Parking Only. They are **spaces 2-16** in the **senior lot** located in the front of the school, directly behind the large TJ symbol. These spaces are **only** to be used when you are actively volunteering. If all of these spaces are full, you may use a visitor space. (see below)

~There are three spaces on the road in front of the main office (left side of the road) that are designated “visitor” spaces. You may use these, *but note that the only time that volunteers should park in the "visitor" spaces or any space during the day is when the designated volunteer area (spaces 2-16 in the senior lot) is full.*

~After 9:00 AM, if the “volunteer only” area and “visitor” spaces are full, you may park in any available space; if you do so, please place a note on your dashboard indicating that you are a TJ volunteer.

~If you volunteer frequently, you may obtain a parking pass from Mr. Bryce Hanson in the Safety and Security Office located in the cafeteria. Your parking pass will be good for the rest of the school year. Please turn your parking pass back in at the end of the school year.

~If you receive a ticket in error, please see Mr. Hanson to resolve it.

~When you arrive, please enter the main office and sign in at the Volunteer/Visitor terminal (located on the table to your immediate right as you enter the office), and receive your volunteer nametag.

~Please wear your nametag for the duration of your stay at TJHSST. You will receive a new nametag each time you sign in. If you need any assistance at all, please ask anyone at the front desk; they will be happy to assist you.

~Please remember to sign out at the same terminal when you leave TJHSST.

~If you have any questions or comments, please contact us:

Jill Cook and Rajni Goel, Volunteer Coordinators
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Thank You for being a TJ Volunteer!