

## GREETER PROCEDURE EXAMPLES

### Visitor Greeter Procedure

- 1) When you hear the knock, get up and walk quietly to our door.
- 2) Facing visitor, hold out your hand and shake hands firmly.
- 3) Say, ***“Hello, my name is \_\_\_\_\_ . Welcome to Teacher’s name (i.e. \*Stupendous) College Bound (2<sup>nd</sup>) Grade Class. How may I help you?”***  
(\*Select a high level superlative to describe class)
- 4) If the person wants to visit the class and you do not know them, ask,  
***“May I have your name so that I may introduce you?” or “How may I introduce you?”***  
Options:
  - a) Have a “Special Visitor Log” on a clip board. The greeter would ask the visitor to print his/her name on the log which would then serve as a tool to remember the name for introduction to the class.
  - b) Have a signal that the visitor greeter can use to respectfully get the teacher’s attention if the teacher is teaching and unaware that there is a special visitor present who needs to be introduced and welcomed by the class.
- 5) To introduce the guest, wait patiently until the teacher is ready and then say,  
***“ Teacher’s name and class, I would like to present visitor’s name .”***
- 6) The teacher leads the class in acknowledging and welcoming the special visitor to their class, and together they welcome him/her. For example,  
***“Boys and girls, let’s stand and welcome visitor’s name to our class.”***
- 7) The greeter then shows the guest/s to a seat.

### Class Greeting of Visitors Procedure

- 1) When the greeter announces that there is a special visitor, look at the greeter and visitor.
- 2) Listen for the visitor’s name.
- 3) When the introduction is over, as a class we will GREET our visitor.  
(Use an appropriate welcoming statement/chant/song.)

### **Visitor Talking to Teacher Procedure**

- 1) When a visitor comes to our room, we will give the class greeting.
- 2) If the visitor needs to talk to (teacher's name), then work quietly at your desk on your assignment.
- 3) If finished with your assignment, get out your library book or your \_\_\_\_\_ and begin working.
- 4) If we are in group time, then the greeter will begin the quiet game and everyone will sit quietly until (teacher's name) is finished.