

Arriving & Departing

- ✓ Park in the front parking area.
- ✓ Sign in at the front office and get your Volunteer badge.
- ✓ Report to your Reading Buddy's classroom.
- ✓ When finished, return to the office to sign out and leave your badge with **Sylvia**.

Communicating

- ✓ If you're **unable** to come at your scheduled time, please contact the school—the teacher, AND your Buddy, is waiting for you.
- ✓ If the books and resources you're using are not a good match for your Reader, please talk to the teacher about how best to use the materials or ask for different materials.
- ✓ If your Buddy tells you anything that gravely concerns you, please share it with the teacher. The reverse is also true—if your Buddy is very excited about what they are doing, also share this with the teacher. Either event may merit a phone call home!
- ✓ Should your Buddy lose focus during your reading session, redirect them with positive and encouraging words. If their misbehaviors continue, contact the teacher.
- ✓ If you are experiencing ongoing behavior issues with your Buddy, ask the teacher for support.

Other

- ✓ If a fire drill or lock down is announced on the intercom while you are working with your Buddy, return to the classroom with the student and exit the building (in the case of a fire drill) or stay in place (in the case of a lock down) with the teacher and class.
- ✓ If you have a need to change your schedule (increasing or decreasing the time) for any reason, contact (VOLUNTEER COORDINATOR) at (PHONE).

THANK YOU AGAIN FOR THE TIME YOU'RE INVESTING WITH THE STUDENTS AT
(SCHOOL NAME)...WE APPRECIATE YOU!

(THIS IS AN EXAMPLE – YOUR SCHOOL'S GUIDELINES MIGHT LOOK DIFFERENT)