



United Way

Reading Buddy Program

Best Practices = Key to Success!



LIVE UNITED



To Get Started

1. Check in with staff to see who is interested in having a Reading Buddy.
2. Provide United Way with your reading schedule and number of buddies you need.
3. United Way will distribute a list of your Reading Buddy team in early to mid-October after Fall Student Assessments are complete.
4. Once you have the names of your Reading Buddy team, schedule initial meeting/orientation with volunteers at your school. Consider breaking this up for two staff members to share.
5. Schedule a date after Winter Student Assessments to check-in and share student progress with volunteers.

Reading Buddy volunteers are motivated differently than parent volunteers.

- Reading Buddies understand the need to support our schools and teachers.
 - Reading Buddies are aware of the huge responsibility placed upon our public school system to reach and teach every student in their building.
 - Reading Buddies understand that state budgets and resources are tight.
 - Reading Buddies want to support you with your goal to ensure every child is meeting grade level reading success!
 - Reading Buddies want to MAKE A DIFFERENCE.
-

Reading Buddy Engagement Strategies

Here are simple ways to build relationships to support your efforts for years to come.

- Forward monthly newsletter so they stay informed of upcoming school events
- Remind them if your class schedule changes and impacts their reading time
- Invite to special assemblies and school events
- 30 second Thank You! Rather than “Thanks Betty, See you next week!”
Try this: Betty, Ronan is way more confident reading in class. Your reading time is really helping boost his confidence. Thank you so much!
- Shadow the Principal
- Ask to join a classroom field trip
- Invite them to a holiday party
- Have student trace their hand and write a Thank you note to their buddy

Enlist the help from your PTO. Get creative. Have fun!

READING BUDDY PROGRAM EXPECTATIONS

Volunteers

- Arrive to the school on time
 - Sign in as a volunteer at the front desk
 - Communicate to the school in advance if you won't attend that week
 - Greet your buddy with a smile
 - Make sure to compliment your buddy for their good work
 - Reach out to the teacher or volunteer coordinator if you have questions
 - Don't forget to sign out at the end of your day!
-

Volunteer Coordinator

- Check in monthly with the classroom teacher and volunteer
 - Schedule volunteers in a timely manner
 - Communicate any announcement to the volunteers in advance
 - Notify volunteers of important school-wide events
-

Classroom Teacher

- Select students who are reading one or two grades below grade level who would benefit from the program
- You may also select a student if they are in need of a strong adult role model
- Have student come with their book already selected
- Provide targeted and engaging material for the volunteer to use
- Provide literacy games for days when students are in need of variety
- Notify the volunteer of any classroom events that impact their Reading Buddy schedule
- Schedule check in to monitor student progress

SCHOOL GUIDELINES

Arriving/Departing

- Park in the designated parking spot
 - Sign in at the front desk and get your volunteer badge
 - Report to your Reading Buddy's classroom
 - When finished, return to the office to sign out and leave your volunteer badge
-

Communication

- If you're unable to attend your scheduled time, please contact the school in advance – the teacher, and buddy, are waiting for you.
 - If you feel that the book and resources you are using are not a good match for your buddy, please talk to the teacher about how to best use the materials, or ask for a different book
 - 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 the work you are doing, also share it with the teacher. Either event may merit a call home!
 - If your buddy loses focus during your reading session, redirect them with positive and encouraging words. If the misbehavior continues, please let the teacher know for more help.
 - If you are experiencing ongoing behavior issues with your buddy, please reach out to the teacher for support.
-

Other

- If a fire drill or lockdown is announced on the intercom while you are in your reading session, please return to the classroom with your buddy and follow the teacher's instructions to either exit the building or stay in place.
- If you have a need to change your schedule, please contact the volunteer coordinator at 000-000-0000.

THANK YOU FOR THE TIME YOU'RE INVESTING IN OUR STUDENTS.

WE TRULY APPRECIATE YOU!

READING SESSION STRATEGIES

TIPS & TRICKS

- ✓ When your buddy is stuck on a word, ask them what the picture is telling them. Emergent readers gain a great deal from **picture clues** to help them with words.
- ✓ Remind your buddy to put their finger under the words as they read them – this is called **tracking**. It reminds emergent readers of the letter and sound connection.
- ✓ Young readers will have **'bumpy blending'** to start with - for example, /can/ would be /c/ /a/ /n/. This is a necessary step to more fluent reading. Our goal is to help readers get to 'smooth blending.'
- ✓ **'Smooth blending'** is when the child can read the word as a whole word - for example, /man/ is read as /man/.

Activities To Do With Your Buddy

- ✓ **ABC Cards** to practice letter/sound combination
- ✓ **Sight Word Flash Cards** for those words that cannot be sounded out. Readers need to recognize them and memorize them for automaticity.
- ✓ **Word games** such as building word families. This can be done orally, "say /man/ and change the beginning sound to /p/. Now what's the word? /Pan/."
- ✓ **Paired reading** is shared reading time. You read a page and then your reading buddy reads a page. Adult buddies can model fluency, inflection and punctuation.

UNITED WAY READING BUDDY ORIENTATION
ABC Elementary

You're invited:

TUESDAY, OCTOBER 10

9AM-10AM IN THE LUNCH ROOM

Be prepared!

- ✓ Bring your availability schedule
- ✓ Fill out your school district volunteer application in advance

Questions? Can't make it?

Contact *NAME* at 111-111-1111

We look forward to meeting you and welcoming you to

XXX Elementary School!!

READING BUDDY PROGRAM

Volunteer information

Name:

Phone:

Email:

Mailing Address:

Preferred Method of Contact:

Emergency Contact Name & Phone:

What days and times would you like to volunteer?

Do you have a grade preference?

Special request or needs?

THANK YOU FOR CHOOSING TO READ WITH A CHILD!

YOUR SCHOOL ELEMENTARY READING BUDDY TIME SELECTION

Dear United Way Reading Buddy,

Thank you for choosing to volunteer your time at our school. We are so excited to welcome you to our team!

Below is our weekly reading schedule per grade.

Please select the reading times and grades that work best for you. We want to find the best-matched students for our Reading Buddy volunteers.

Consider combining your work with two grades with back to back reading schedules

Grade	Reading Workshop Times Tuesday - Friday	Please Circle Your Preference		
Kindergarten	10:20 – 10:50	YES	NO	MAYBE
First Grade	11:05 – 11:35	YES	NO	MAYBE
Second Grade	11:10 – 11:40	YES	NO	MAYBE
Third Grade	12:05 – 12:35	YES	NO	MAYBE
Fourth Grade	12:45 – 1:15	YES	NO	MAYBE
Fifth Grade	2:15 – 2:45	YES	NO	MAYBE

WE LOOK FORWARD TO A YEAR OF LEARNING AND GROWING TOGETHER!

YOUR SCHOOL ELEMENTARY

CONTACT LIST

FRONT DESK CONTACT PERSON

PHONE NUMBER

SCHOOL ADDRESS

SCHOOL WEBSITE

VOLUNTEER COORDINATOR

PHONE NUMBER

EMAIL

OFFICE HOURS (IF AVAILABLE)

KINDERGARTEN TEAM

TEACHER NAME	EMAIL
--------------	-------

1ST GRADE TEAM

TEACHER NAME	EMAIL
--------------	-------

2ND GRADE TEAM

TEACHER NAME	EMAIL
--------------	-------

3RD GRADE TEAM

TEACHER NAME	EMAIL
--------------	-------