

Your First Day as a Reading Friend

- 1) Although it is not required, it is recommended that you call the school before you go so that you know your student is present on the day of your visit. This prevents any unnecessary trips to the school.
- 2) Be on time – arrive at the school a little early to familiarize yourself with the school's layout.
- 3) Wear your VIPS name badge.
- 4) Be prepared – **don't forget your match sheet, a book, and Reading Friend Interest Inventory.** You may also bring a few additional books from the library or other reading materials (i.e. newspaper comics).
- 5) Sign in – the school will either have a red VIPS log book **or** a computer sign in system. NOTE: There are some schools that have both a VIPS log book and a computer sign in system. **You are only required to sign in on ONE – either the log book or the computer.** The secretary will let you know which one.
- 6) Introduce yourself to the secretary/school clerk. Tell him/her that you are a Reading Friend with VIPS and that this is your first time at the school. Tell him/her whose class your student is in and ask for directions to the classroom.
- 7) Briefly introduce yourself to the teacher. Tell him/her that you are a Reading Friend and the name of the student you will be working with.
- 8) If you did not call ahead of time, and your student is not at school on the day of your visit, ask the teacher for another student to read with.
- 9) Introduce yourself to your student and take some time to build a rapport. Begin your new friendship and make sure the student knows your name and you know his/her name.
- 10) Choose a good place to read, remembering to work in a public area where other adults are present. Suggested areas can be found on your match sheet.
- 11) Begin the session positively; always be supportive.
- 12) Fill out the Interest Inventory together – REMEMBER: this should be done as a conversation, not an investigation. This will be the first step in building a trusting relationship with your student.
- 13) If you have time after completing the Interest Inventory, you may begin reading with your student. Be sure to make your reading session fun by doing different reading activities.
- 14) End the session by telling your student you will see him/her next time.
- 15) Walk the student all the way back to class. Do not assume he/she will go back to class on his/her own.
- 16) Sign out in the VIPS log book or school computer.



Congratulations on completing your first session! You have started a journey that will result in not only improving your student's reading and comprehension skills, but also in a rewarding friendship for you both.

You will become an important part of your student's life. Your student will eagerly look forward to your visit and will be disappointed when you do not show up. Although we strongly urge you to fulfill your commitment to your student, if you can no longer participate in **Everybody Reads®**, please notify VIPS immediately so we can find a replacement Reading Friend for your student. It is not necessary to notify the teacher each time you will unexpectedly miss a session; however, if you will miss more than two consecutive sessions please notify your student, the teacher, and VIPS. Assure your student that you will return.

****PLEASE NOTE: VIPS does not receive the school's log book. The only way we can document your visits is for you to report them to us at the end of each month through one of the following ways:**

1. Your myvolunteepage.com profile
2. Calendar sheets (by request)