



CARSON READING ROOM VOLUNTEER INSTRUCTIONS

Thank you so much for donating your time to the Carson Reading Room! Volunteers like you make it possible for our students to enjoy the Carson Reading Room and the gift of reading.

In this notebook, you will find the master schedule, weekly sign-in sheets and a class list for each grade/teacher.

- 1) Switch the “closed” laminated magnetic sign on the door and replace it with the “open” sign.
- 2) Locate the master schedule inside binder; check to see which class is scheduled for your time slot.
- 3) Go to the assigned classroom to pick up your students and escort them back to the Reading Room. Please make sure they walk appropriately, and are not disruptive to any classes.
- 4) **PLEASE SIGN IN!** Use the volunteer sign-in form inside the Carson Reading Room binder to place your initials and write the total number of students that attend.
- 5) **FOR READERS:** Instruct the students to pull a beanbag out and to select their book(s). Students are free to choose whatever they wish to read. You can encourage them to make a quick selection by pointing out the various book categories, and it’s okay to help if a student needs help with their reading material selection.
- 6) **FOR NON-READERS:** You may choose to use this time to quickly select 2-3 books (depending on length) that you will read to the students to be prepared ahead of time. There are some pre-sorted selections in the 2 large bins on the floor—you may choose from these or any other books in the reading room.
- 7) After the students are settled, locate the tab marked “student check-in list” and place a check mark by each student in attendance.
- 8) Please do **not** close the reading room door. It must remain open when children are present.
- 9) If a child is disruptive to other students, a warning should be provided. If they are not responsive, the student should be sent back to his/her classroom. Volunteers should use the intercom phone in the room to call the student’s teacher to insure the student returns directly to the classroom. Each class room number is listed beside the phone.
- 10) Notify the students when there are 3 minutes remaining. All books must remain in the Carson Reading Room, however, they may fill out either/both of the following:
 - a. **“Today I Read...”** bookmark—they can take this with them to find another copy at the media center or local library or to keep their own record (and show mom and dad what they read today in the Carson Reading Room!), or

- b. *“Save My Place”* cards—once filled out, these can be filed in the *Save My Place* card organizer on the table, sorted by last name.
- 11) Ask the students to place their beanbag back in the corner and to return their book(s) to the appropriate shelf.
 - 12) There is a box containing “Spotlights” on the desk. We encourage you to recognize the positive behavior of any student that comes to the reading room by giving a “spotlight” to those who have earned it. Fill out the student’s name, date, and check off which of the three criteria apply. Sign your name by staff member. Give the student the top two copies and you can throw the last (pink) copy away.
 - 13) When time is up, lead students back to their classroom.

When your shift is over:

- i. Please tidy up the room, and shelve items that were left out. All books are color coded. Please check the spine of each book to determine where they are to be shelved.
- ii. Switch the “open” laminated magnetic sign on the door and replace it with the “closed” sign.
- iii. There is also a journal section in the notebook for volunteers to write comments, suggestions, stories, etc.
- iv. Turn off the lights. Have a great day!!!

Thank you for volunteering your time and for your commitment to our Swansfield students!

If you have any questions or your schedule changes, please contact:

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