



Project READ

Contra Costa County Partners In Education

TO: Project READ Coordinators

RE: *Orientation Meeting*

In an effort to give all volunteers the same basic information about the Project READ Program, I've put together a few things everyone should cover at your orientation meeting.

1. A list of dates from beginning to end
2. An overview of how the program works
 - A. Not as much an academic program as it is a mentoring program. Children are chosen because they have something going on in their lives that an adult "buddy" may be able to help. They are not necessarily in the program because they are poor readers.
 - B. Where and how to report-do they check in each time at the office, or do you want them to go directly to the place the group meets.
 - C. A few pointers of do's and don'ts-select material children are interested in or material that a teacher recommends. Take your time with their reading. Ask about what they have read and talk about it. Maybe have them draw a picture about the story you have shared. Above all be positive.
 - D. Go over how the communication in your program works between you, the Project READ coordinator and the volunteer. Give them an avenue to communicate with you each week, so if they have a question or a concern, they have a way to relay it to you before the next session.
 - E. Ask them to send a substitute if they can't make a session or to call you so you know they won't be there ahead of time. There is nothing worse than a child who expects his "buddy" but they just don't show up. Emphasize we certainly understand that unforeseen things come up in the business world, but you just need to know so you can tell their child and make other arrangements for them.
 - F. Allow time for questions. People doing this for the first time are often uncomfortable about how to go about it.
 - G. Please mention no gifts or exchange of phone numbers.

These are the basic things that we need to discuss at the first meeting. I'm sure each program has specific things you want to mention in addition to the above. Although Project READ is basically the same at all schools, each is also unique in its own way. It'd like that to continue.

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