



TIPS FOR HOSTING COMMUNITY VOLUNTEERS: A Checklist of Best Practices for Schools

I. TALK WITH TEACHERS & PLAN YOUR EVENT

Determine which teachers want to host a volunteers for a special guest read-aloud, and identify a good fit for their schedules. We recommend having the whole school celebrate at once. This build community and reduces the work load of welcoming volunteers as well as reduces the opportunity for confusion to arise.

- ☐ Explain what the Read-In is, and its purpose (You can share the Ed Fund's Read-In Page to help: www.oaklandfund.org/read/)
- ☐ Explain that most volunteers will be in the classroom for about 30 minutes or less. Usually the volunteers read aloud, and then take a few questions from the students.
- ☐ Make a list of the teachers who want a volunteer and create a schedule to determine how many volunteers you would like. Most volunteers can read to two class in an hour, so if you have 6 teachers who would like a visitor, then you'll need 3 volunteers to accomplish them.

Example Schedule:

	9:30 – 10:00 am	10:00 – 10:30 am
Volunteer A	Teacher #1	Teacher #2
Volunteer B	Teacher #3	Teacher #4
Volunteer C	Teacher #5	Teacher #6

Communicate your needs to lilly@oaklandfund.org so that she can recruit all of the volunteers that you need.



OAKLAND
SCHOOL
VOLUNTEERS

2. CONFIRM WITH VOLUNTEERS ASAP!

The key to a successful experience with your volunteers is **clear expectations**. This step is essential to help prevent no-shows! Once Lilly introduces you to your volunteers, you can follow up with them to let them know:

- ☐ Where to park
- ☐ Where the office is to sign in
- ☐ Where and who to meet after signing in
- ☐ How many classes they'll be reading to (most likely it'll be 2)
- ☐ What grade level(s) they'll be reading to

We encourage you to ask them to please confirm with you so that you know that you can count on them to arrive on time.

3. PREPARE FOR VOLUNTEER ARRIVAL

If your logistics are ready to go for when the volunteers arrive, this ensures a smooth running event and help keep the day-of calm and happy!

- ☐ Make a list of room numbers, teachers' names, and grade levels for each volunteer.
 - ☐ Tip: Include a map of the school and highlight which rooms the volunteer is going to visit.
- ☐ **Have some extra books on-hand.** Some volunteers may bring books at the wrong level, or books that are too long, or books that are not good for reading aloud that you will want to switch out before they go to read.

4. THE DAY OF THE EVENT

Welcome volunteers! It is best to have a designated spot where everyone can congregate before going to the classrooms. This will help volunteers feel supported by having a place to settle and the opportunity to meet fellow-volunteers.

- ☐ Ask if the volunteers have ever read-aloud to students before.
- ☐ Give a few times for how to do a great read-aloud! (We share tips with them as well, but it is always helpful to have a reminder.)
- ☐ Let the volunteer know if you'd like to meet with them when they are finished volunteering or if they are free to go.
- ☐ Let the volunteer know where the adult restrooms are located.
- ☐ Thank them for volunteering and invite them to come back! We invite all of the read-in volunteers to become ongoing volunteers and perhaps that will be motivated to do so!