



READING IS FUNDAMENTAL PROGRAM

Orientation for the 2021/2022 School Year



Table of Contents

Quick Introductions

What to Expect

 Before Your Visit

 While Visiting

 After Your Visit

This School Year

 What's Different

 COVID Protocols

Volunteer Opportunities

Questions and Contact

Quick Introductions



What is Book'em?



What is RIF?



Who are We?

To Do List

- Attend RIF Orientation before starting at your school
- All volunteers will receive a background check this year
 - You will receive an email from Sterling Volunteers
- All classroom placements will be on our Book'em website again this year
- Email your teacher **AFTER** Labor Day weekend
 - we have a sample email for new volunteers
 - Introduce yourself, ask teacher about classroom numbers, and time to set up for first visit

What to
Expect

Before Your
Visit

What to Expect

During Your Visit

To Do List

You should pick up your read aloud books and books for students before you visit your classroom

- Show up a few minutes early to your reading session to sign in at the front office (you will need your State ID)
- When you get to your classroom, ask your teacher where he/she wants you to read
 - Your teacher should be in the classroom during your entire time
 - for your first visit, make sure you introduce yourself to your students
- You have 30 minutes for your entire session
- At the end of your time, allow students to choose a book by laying them out on a table
 - Teacher may have idea or help on how to do this
- Say goodbye to the class and teacher and check out at the front office before you leave

To Do List

- Return your Read Aloud books to the RIF Room
 - There are not drop offs at the schools like before, so you will need to drop off at Rose Park when you are available
- Put in your volunteer time on our RIF portal as soon as your finish
 - QR code is on the back of your volunteer nametag
- Schedule your next volunteer visit with your teacher

What to Expect

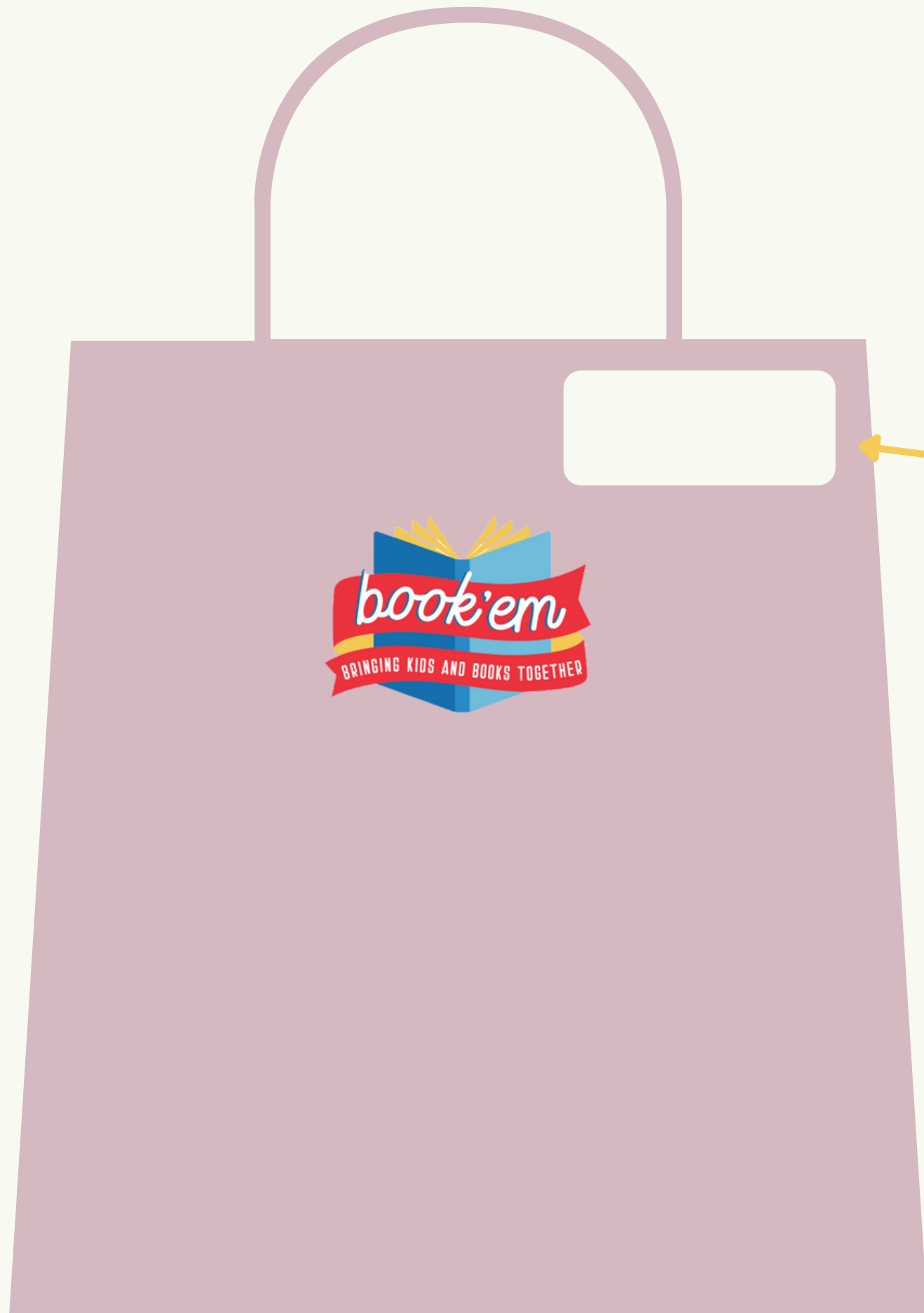
After Your Visit



This School Year: What's Different

- Bag Policy for each classroom visit
 - Colored bags outside of the RIF Room for each of your visits
 - All bags will have school name, teacher name, volunteer name, and number of books to take (extra books are automatically included in number)
 - Fill bag with books for your classroom (extra bags are provided if needed)
 - Grab Tip Sheets for visits as well
 - Tip sheet colors correspond to the bag color
 - Bag colors change depending on what visit you are on

Bag Example



School Name
Teacher Name
Volunteer Name
Number of Books (extra
included)

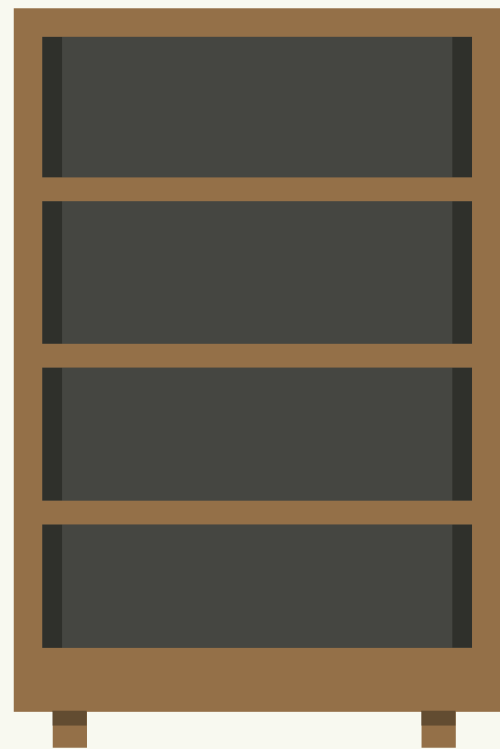
This School Year: Picking Books

- Lending Library books are broken down by age category by color:
 - RED = Pre-K - Second Grade
 - GREEN = Third and Fourth Grade
 - RED AND GREEN = All Grades
- All lending library books are in color coordinated crates in the book room shelves, with red books in red crates, green books in green crates, and red and green books in blue crates
- We encourage readers to find two or three books that you are comfortable reading per visit and talking with the teacher on what works for the classroom
- Teachers might recommend certain themed books based on what students are learning, and we have a wide variety of books. If you have recommendations on books we should purchase, let us know



This School Year: COVID Protocols

- All volunteers are expected to follow MNPS-based COVID protocols while in schools
- All volunteers will receive the following at the beginning of the year:
 - disposable face masks, travel sized hand sanitizer bottle, and reusable face shield
- The RIF Room will have disposable face masks and gloves throughout the year as needed based on volunteer needs
- At the moment, all schools are requiring visitors wear face masks while in the building. This is for all elementary schools as well as Rose Park Middle School
- We are providing face shields for reading opportunities based on teacher and volunteer comfort levels



**Volunteer in the
RIF Room**



**Volunteer at your
RIF School**



**Recruit other
RIF Readers**

Ways to Get Involved

Questions and Contact

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