



Reading is Fundamental Procedures & Information for Dodson Elementary

1. Begin by **emailing your teacher to schedule your first visit**. If you do not already have it, ask for the number of students in the class. See "[Teacher email templates](#)" if needed.
2. Every classroom gets **5** visits during the school year. If possible, please schedule 2+ visits before winter break.
3. **Because of the distance between Dodson Elementary and the Book'em book room at Cockrill, the books for RIF at Dodson Elementary are stored in Dodson's book room. The address for Dodson Elementary is 4401 Chandler Road, Hermitage, TN 37076.**

Dodson's hours are 8 am-3 pm M-F. It is best to avoid visiting the school near opening or closing hours because of the increased bus and car traffic during those times.

When you visit Dodson to pick up books or to read, park in the visitor parking area in front of the school and enter the front door. Sign in at the office (please have ID available). Ask for directions to the book room, if books are needed. The office staff can also direct you to your assigned class to read.

4. While in the book room, pick up enough books for each student in your assigned classroom to have one, **plus take five extra books to allow for choice**. The teacher gets to keep the extra books after all students have selected the book they want to keep. If you don't know the student number, take 30 books.
5. Pick up enough English/Spanish **parent tip sheets** for each student to have one, plus one for the teacher. On your first visit of the school year, also pick up copies of the English/Spanish **parent letter** for every child in your classroom. Take a few copies of each additional language in case they are needed.
6. If you didn't receive your nametag and/or the volunteer policy during orientation, please pick those up and sign the volunteer policy form and leave it in the marked folder or use the available QR code. If you don't have a nametag, please send an email to Cari at cari@bookem-kids.org
7. **Before you leave the book room, write the number of books you take on the clipboard form.** *This is very important to help us track inventory of books we're distributing.*
8. If you need help selecting a read-aloud book for your classroom, the Dodson librarian(s) will be glad to assist you and allow you to borrow a book or books from the library to read to your class. You can also, of course, bring a book from home or from the Nashville Public Library.

9. Wear your Book'em/**RIF nametag during each visit**. Use the label on the **back of your nametag** to keep up with visit and school information and access the QR code for logging your visits. If you do not have a nametag, please email Cari at cari@bookem-kids.org

10. Plan for a **30-minute visit**—about 20 minutes for read-aloud and 10 minutes for the students to select books. After the children pick out their books, ask your teacher to select a book for any students who are absent. The teacher can keep the extra books to use however they want. *Do not stay past the allotted time limit.*

11. Soon after your visit, record your visit information from any computer or smart phone using the **QR code on the back of your nametag** or our **online portal**. <https://bookem-kids.org/record-visit/> You can also access the online portal through the Book'em web page under the Volunteer tab, or scan the QR code here:



Note: To better track our book inventory for auditing purposes, we very much need volunteers **to do both our written and online tracking processes**. **Written log is the clipboard form in the Dodson book room.**

Questions? Contact Cari Sands at cari@bookem-kids.org Book'em office 615-255-1820.