

## RIF Returning Volunteer Procedures & Instructions

1. A current background check (within 5 years) is required for **all** volunteers. If your background check on file with us has expired, you will receive an email from Sterling Volunteers with a link for a background check.
2. Begin by **emailing your teacher** to schedule your first visit. If you do not already have it from Book'em, ask for the number of students in the class. \*See the "[Teacher email templates](#)" page if needed.
3. **We now have a [Teacher Questionnaire](#) you can take on your first visit.** We recommend giving it to your teacher to fill out while you are reading to the students and getting it back before you leave. It has several questions to get some additional information to help you get to know the students in your classroom better and how to best communicate with your teacher moving forward.
4. Every classroom receives **5 visits** during the school year. If possible, please schedule 2+ visits before winter break.
5. Before visiting your assigned class, select books for students to keep from the RIF Book Room. The **main RIF Book Room is located in Room 132 at Cockrill Elementary School**. The entrance to the school is at the corner of 49<sup>th</sup> and Indiana. You may also use the bookroom at **Glengarry Elementary School** if it is a more convenient location. It is located at [200 Finley Dr, Nashville, TN 37217](#).  
**If your assigned classroom is at Dodson or Paragon Mills, these schools have mini book rooms with RIF books to give to students on site. *\*Only volunteers assigned to those schools can get their books at these locations.* Volunteers at these schools may use the book room at Cockrill if preferred. Please see specific instructions for those book sites here: [Dodson](#), [Glengarry](#), [Paragon Mills](#).**
6. **All book rooms hours: 7:45am – 3:00pm M-F (only on days school is in session – [see MNPS Calendar](#))** School starts at 8:00 and ends at 2:45. Traffic will be heavy and the office will be more chaotic at the beginning/end of the day. \*Please have your ID available for the office staff to scan if needed.
7. **When at Cockrill or other RIF schools, adhere to all safety procedures.** Schools sometimes have various kinds of safety drills. Please familiarize yourself with the location of the emergency instructions in each book room. At Cockrill, the referenced key is by the door and the landline phone on the desk.
8. Take enough books for each student to have one, **plus take 5 extra books** to allow for choice. The teacher gets to keep the extra books to use however they want. If you do not know the number of students in your class, take 30 total books.
9. **At Cockrill:** Take a **guardian tip sheet** for every child, plus one for the teacher. On your **first visit** of the school year, **also** take copies of the **tip sheets** for every child in your classroom. You will take a Tip sheet for every visit. They are located on the back counter at Cockrill and are labeled by visit number as well as language. **At Dodson, Glengarry & Paragon Mills:** There is now a guardian letter with QR codes that have all the languages available on one sheet. You can take one for the entire year rather than having 5 different sheets to take throughout the year. Please look on mobile carts or shelving for the guardian letter if you are at Dodson, Glengarry, or Paragon Mills.
10. You can **borrow read-aloud books from the RIF Lending Library at Cockrill** if you would like. Please be sure to **return them** when you are through with them on your next visit to the book room. Do not give them to the teacher or to the students. \*Mini book room sites do not have Lending Libraries.



11. **Before you leave the book room, write the number of books you are taking for students/the teacher to keep on the correct form(s) for your assigned RIF school in the binder on the folding table (or carts if at a Mini BookRoom) next to the door.** (This is very important to help us account for books we're distributing.) **PLEASE note the school name on the page you are using and the instructions on how many books to log.**
12. Wear your Book'em/**RIF nametag during each visit to your assigned school.** (If you did not receive a nametag at orientation, it should be in box on the white folding table labeled "NAMETAGS" in the Cockrill BookRoom.) If you are using one of the Mini BookRooms and need a nametag, please email Cari (cari@bookem-kids.org) and we will get one sent to the appropriate location.
13. Plan for a **30-minute visit**—about 20 minutes to read aloud and 10 minutes for the students to select books. *Do not stay past the agreed-upon time frame.*
14. 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. \*If your teacher does not want to keep the extra books, please leave them in the front office of your RIF school with the RIF liaison's name.
15. We know and understand that sometimes schedules change or life circumstances happen that make it difficult if not impossible for you to keep your commitment to read to the students. If volunteers do not reach out to their assigned teachers by November 16, we will assign a new volunteer to the classroom. Please be on the lookout for the monthly check-in form sent via email so we can track your progress and help troubleshoot as needed.
16. It is rare, but we have had cases where a teacher is just too difficult to reach or does not want a RIF volunteer. If you or Book'em don't get a response from your assigned teacher by December 1<sup>st</sup>, we will do our best to get you reassigned to a new classroom.
17. **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 through this QR code:



**Questions?** Contact Caroline Lewis at [Caroline@bookem-kids.org](mailto:Caroline@bookem-kids.org) or Book'em office 615-255-1820.

