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THE LAUNCH

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RESOURCES

Customize these hand-outs, forms, letters and questionnaires to fit the needs of your program.

SETTING UP THE PROGRAM

- ***Introductory Letter to Parents***

Use this letter to inform the parents of the elementary school children about this reading program.

- **Student Form / Parental Permission**

Use this form to collect information from the children including parental permission.

- **Volunteer Form / Parental Permission**

Use this form to collect information from your tutors including parental permission should they be under 16 years of age.

- **Volunteer Character Reference Form**

Use this form to screen your volunteer tutors.



THE LAUNCH

- **Form To Compile Contact List**

Use this form to compile a list of the children and tutors you have matched together. It will also help you keep track of the tutor-partners. The volunteer coordinator can use this form to record any comments or questions as they support each tutor during the program.

- **Scavenger Hunt**

This is a sample Scavenger Hunt quiz which has been used at program launches in Metro Toronto. Adapt some of the questions to reflect your community.

TUTOR TRAINING

- **Reading Buddy Hand-out**

This hand-out summarizes most of the information that is covered by the suggested agenda. Again, please feel free to add specific information about your program. Distribute this hand-out to your volunteer tutors.

- **Scenarios**

During the training, the tutors think of solutions to these situations and present their ideas through role playing.

- **Workshop Evaluation**

Distribute this evaluation at the end of the workshop to solicit feedback from the volunteer tutors.

- **List of Recommended Children's Books**

You can either post this list in the library or distribute it to your volunteer tutors.

- **Helping with Homework**

If your Reading Buddies Program evolves into a homework club, this hand-out will provide your tutors with tips and advice on how to help a child with homework.

- **Bibliography**

The books included on this list focus on explaining the reading process and the ways to read aloud with children.

RUNNING THE PROGRAM

- **Tutor Sign-In Sheet**

Use this sheet to keep track of the attendance of the Reading Buddies. Tutors are the most diligent in filling out this form when it is kept very simple. Only use the third column is only if the Reading Buddies meet at different times each week.





- **Portfolio Form**

A portfolio could include 10 copies of this form and several sheets of lined blank paper in a duotang. A plastic sleeve could also be included to hold any crafts the children and tutors make together.

PROGRAM COMPLETION

- **Questionnaires to Evaluate Program**

These questionnaires are designed to gather information to measure the effectiveness of the program and also gather feedback on how to improve the program for the following year. There are questionnaires for the high school and elementary school teachers as well as for the tutors and the children who participate in the program.

- **Certificate of Award**

At the end of the program, give each tutor and child a certificate to acknowledge the work that he or she has accomplished during the program. Use parchment paper to make this certificate really special. If you do not have a school, use the graphic provided on the certificate.

- **Reference Letter**

Give all tutors who fulfill their commitments to the program a reference letter. Adapt this letter for your tutors.

- **Evaluation to Solicit your Feedback**

And finally, we want your feedback! What worked? What didn't? What additional information or resources do you need for this program? What advice would you give to someone starting a Reading Buddies Program. Please complete this form and send it in!



ON ELEMENTARY SCHOOL LETTERHEAD

DATE

Dear Parent,

Your child has been selected to participate in a special project between **NAME OF ELEMENTARY SCHOOL** and **NAME OF HIGH SCHOOL**. Please sign the attached form to give permission for your son/daughter to join.

Every **DAY OF WEEK** from **TIME OF DAY**, your son/daughter will meet with a 'Reading Buddy' at **NAME OF ELEMENTARY SCHOOL**. These 'Reading Buddies' are volunteers from **NAME OF HIGH SCHOOL**. These volunteer tutors have been trained and screened by **NAME OF ORGANISING TEAM**. Your son/daughter and his/her 'Reading Buddy' will read books together, write stories and play word games. All activities will be supervised by an adult. **NUMBER OF CHILDREN** from **NAME OF ELEMENTARY SCHOOL** have been invited to participate in this special project.

The children and their 'Reading Buddies' will meet for the first time on **DATE** and will meet until **DATE**. Please come to the launch of the program to meet your child's 'Reading Buddy'.

If you have any questions, please do not hesitate to call me.

Sincerely,

YOUR NAME

YOUR POSITION

NAME OF ELEMENTARY SCHOOL



