**Wisconsin Bookworms Volunteer Annual Reader Training Requirements:**

**Polish and Reset for Brilliance: Wisconsin Bookworms Program Reader Training**

Trainer note: These materials have been developed as a guideline for providing a face to face workshop for volunteer Wisconsin Bookworms Readers in your respective county on an annual basis. Workshop facilitators are encouraged to utilize the skills of local experts in specific areas, i.e. librarians (reading to children) and teacher/early childhood educators (child development).

**Program Goals**

To understand the Wisconsin Bookworm program and the role of HCE in its delivery

To become aware and appreciate diversity.

To learn basic child development principles for children ages 3-5

To recognize and promote the value of reading to children

**Presentation Resource List**:

 Pens, pencils, slips of paper, container to mix slips up in,

 Teaching Guide Modules 1 respective handouts

 Attendance Forms

Book List-actual books if possible

Sample activity sheet and sample bookplate

Action Plan form

Local Wisconsin Bookworms partner listing and volunteer reader listing.

Wisconsin Bookworms Coordinator Handbook

Evaluations

Content Activity\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Welcome and logistics** (schedule, breaks, restrooms, etc.)

**Introductions**

* Introduce yourself and your role in Wisconsin

Bookworms

* Introduce goals for the day
* Provide an icebreaker activity and have **Ice Breaker**: Give each person a slip

 others introduce themselves of paper. Ask them to write down

 one thing they like about being a

 volunteer reader. Gather all the slips

 place in a container, mix up and have

 everyone draw one to read out loud.

**What is Wisconsin Bookworms?**

* History History in

 Coordinator’s Handbook.

* Logistics

-*Partner Agreement*

 Review the agreement components Partner Agreement

 Readers receive training in working with

 children, reading and diversity

-*Book Selection for Reading*

 WAHCE has approx. 20 reviewers who

 work from a book list to narrow down

 to 8 books.

 Current Book List

-*Activity Sheets*

 Division of Extension creates the 8 activity sheets.

 Division of Extension translates

 the activity sheets. Activity sheets are used

 to extend the learning in the child’s home. Sample Activity Sheet

-*Ordering Process*: Books are ordered in

 bulk at the state level with a substantial

 discount from Scholastic Books.

 WAHCE sends an e-mail order form for book

 sets and book plates needed. Books arrive in

 early August and must be counted to confirm

 order is accurate. Discrepancies must be reported

 to WAHCE within 2 weeks of delivery.

-*Financial Payment*

 Individual County WAHCE organizations pay

 Scholastic Books for the entire book

 order by their project. The billing comes directly

 from Scholastic and payment is sent directly to Scholastic.

 Any individual county WAHCE organization that has not

 paid their individual bills in a timely manner will work

 with the State WAHCE Treasurer to get payment completed

 with Scholastic as well as pay the interest charged by WAHCE.

 **Book Plates** are required for each book. They

 are available for purchase through WAHCE

 Wisconsin Wiggly logo and WAHCE logo Sample Bookplate

 must be on each bookplate. Book Plates are

 ordered at same time as books. Payment for

 the bookplates are made to the WAHCE State

 Treasurer. Bookplates can be paid for either

 before the State Annual Conference or at

 the State WAHCE Conference and receiving of

 the bookplates can be before or at the State

 Annual WAHCE Conference.

 **Fundraising** is based on each individual county.

*HCE County Coordinator’s Role*

* County WAHCE partners with early childhood

 education programs for reading.

* County coordinators order, receive books, activity sheets

 and book plates.

* County coordinator will provide annual volunteer Wisconsin

 Bookworms training annually. Covering the roles of WAHCE

 Wisconsin Bookworms Coordinators and Volunteer

 Wisconsin Bookworms readers.

* County coordinators distribute the books to sites

 and/or volunteers for reading

* County coordinators/readers provide project evaluation

 and feedback when requested.

* County Volunteer Readers develop relationship with

 their classroom(s).

* Activities will vary with each book. Readers can use

 the sheet for ideas for activities and should

 send sheet home with book

*Readers Role*

 Readers will need to work out some details with partners, such as:

* + How many children does each mentor read to?
	+ How often? (If you are working in a nine-month

 program, you may read a book every three weeks

 instead of once per month)

* + When do children get their books? (You should

 probably distribute the books after you read)

* + What do children call you?

 (First name or “Mrs., Ms., Mr., etc.)

* + How do you handle physical contact with the children?

 (Children at this age level love to touch and be

 touched, sit on laps… does the agency have any

 guidelines you must know about?)

* + You will want to visit the agency before you go in

 to read for the first time.

* + A staff person should ALWAYS be present while you

 are working with the children. There is NO exception.

 Remember, you are there are as a guest. You must

 follow their rules

**Questions?**

**Conclusion**

Thank you for your time and interest in Polish and

Reset for Brilliance: Wisconsin Bookworms Volunteer

Reader Training, Module 1.

As with any volunteer activity, there can be changes in

how the activity is conducted either because of program Action Plan Tool

change or change in program leadership. The Action Plan

tool has been made available for your local group to

fill out and share with all individuals involved with the

Wisconsin Bookworms project for your county.

**Evaluation** Evaluation Tool

Volunteer Readers should complete the evaluation.

Completed Evaluations are to be compiled by the local

County Wisconsin Bookworms Coordinator and

Compiled information sent to:

 WAHCE Wisconsin Bookworms Coordinator

These training materials were developed in partnership between Wisconsin Public Television and the UW-Extension Family Living Programs.

WAHCE/readertraining/2015/mdt