

**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 others introduce themselves

Ice Breaker: Give each person a slip 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
Readers receive training in working with
children, reading and diversity

Partner Agreement

-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
must be on each bookplate. Book Plates are

Sample Bookplate

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 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 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.

Action Plan Tool

Evaluation

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

Evaluation Tool

These training materials were developed in partnership between Wisconsin Public Television and the UW-Extension Family Living Programs. WAHCE/readertraining/2015/mdt