

## Belmont's 21st Annual Family Literacy Day April 1, 2023

### *Volunteer Information*

#### **Location**

Family Literacy Day will take place at E.S. Rose Park, 1000 Edgehill Ave. ([click here for map](#)) If the weather is nice, we will have the event on the Baseball Field. In the event of inclement weather, we will move everything inside the Easley Community Center (**highlighted in White below**) located there at the park.

#### **Parking**

**Please carpool or walk if possible as parking will be limited.** Parking for volunteers will be available in the parking lot behind Carter Lawrence Elementary School (accessible from Edgehill Ave. right past the school) and at Rose Park Middle School (on 9<sup>th</sup> Ave. just off of Edgehill Ave). See the map below. Signs will be posted for Volunteer Parking. We ask volunteers to leave the parking lots in the Park for our guests. Accommodation will be made for volunteers with special needs.



## Arrival, Check In & Check Out

Volunteers should arrive between 12:00 and 12:30 to set up their area. There will be registration tables for volunteers in the hallway of the Easley Center nearest Carter-Lawrence School.

- **If you pre-registered**, you should look for the list with your name on it. Please write in the time you arrived and verify that the other information is correct. Those who have **not preregistered** will have a separate sign-in sheet.
- Please make a **name tag** for yourself with your first name and wear it during the day to make our guests feel welcome. Each volunteer will receive a **t-shirt** upon signing in (while supplies last). Each Reading Circle group will be given **stickers** to put on the child's program when the child has visited the group's circle and listened to or read a book.
- Volunteers should sign out at the Registration Table before they leave. **Volunteers failing to sign out will be given only 1 hour WELL Core credit. Please make sure you and your volunteers sign in and out!**

## What to Bring (for those in Reading Circles)

- **A variety of books for children from ages 3 – 12.** We will have some books available if you need extras.
- **A sign to identify your group and/or theme.** Please include the name of your organization or group on the posters for your circle.
- **Blankets** to sit on with the children and **decorations** for your circle (if applicable). While we will have some chairs available, they will be used primarily to hold your sign. People will sit on the ground or floor to read.

## Reading Circle Etiquette

To make the day more convenient for both the readers and the children, we ask that **each group have two or three people prepared to read at a time**. This way, if one reader is in the middle of a book and a group of children approach the circle, there will be another reader prepared to read to those children. Ask children if they would like to read the book to you, or if they would like for you to read it to them.

**Give them a sticker** when they have read or listened to a book at your circle.

## Volunteer and Child Interaction

For those who are interested in volunteering in the areas that will have the most involvement with children, an inviting attitude is *essential!* Especially in the areas such as crafts, games, and reading circles, it is the volunteer's job to interact with and assist the children.

We understand that everyone has different gifts and talents. If you have signed up for an area

that requires an amount of child interaction that you are uncomfortable with, please let us know so that we may give you a job to which you are better suited.

### **Tips for Interacting with Children**

- Compliment the children's efforts; if helping with crafts, ask them to tell you about their work; if reading with them or playing games with them, provide positive reinforcement.
- When reading to children, make sure they can see the pictures. Ask leading questions about what they think may happen next to hold their interest and make the story more enjoyable. Use different voices for the characters in the books you read. Act the books out if appropriate.
- When helping with crafts, provide assistance with gluing or cutting if the child needs it, but encourage them to try to do it themselves if they can.
- Get involved in the games and activities. Don't be afraid to run around with the children!
- Have fun!

### **Safety and Security**

- Never go off alone with a child. Always be visible to others.
- Children should not sit in volunteers' laps.
- If a child becomes lost from their parent or guardian, take the child to the registration table.

*Thank you for volunteering with this event! If you have any questions at all, please feel free to contact us at the Office of Service-Learning. We appreciate any feedback you have as a volunteer to help next year's event be even better.*

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