

# Reading Hour Volunteer Application



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## Contact Information

<b>Name</b>	
<b>Gender</b>	
<b>Date of Birth</b> *You must be 16 years of age or older to serve	
<b>Street Address</b>	
<b>City ST ZIP Code</b>	
<b>Primary Phone</b>	
<b>Company or Organization</b>	
<b>Position</b>	
<b>E-Mail Address</b>	

## Community Status

 Please check one of the following:

- Community Professional
- Student
- Retiree
- Other Community Member \_\_\_\_\_

**Interest**

Have you previously volunteered with Smart Beginnings. If yes, how so?

How did you hear about Reading Hour?

**Availability**

Are you available on a consistent basis for routine weekly reading sessions for the entire semester?

Check one: **YES** **NO**

I want to alternate with another volunteer.(Two volunteers may alternate and read every other week with the same child.)

Check one: **YES** **NO** If yes, list alternate's name: \_\_\_\_\_

Do you have access to a vehicle for transporting yourself to and from Reading Hour?

Check one: **YES** **NO**

**Special Skills or Qualifications**

Summarize any special skills such as a second language or your experience working with children.

**Please provide two references (business or personal):**

<b>Name</b>	
Phone	
E-mail Address	
<b>Name</b>	
Phone	
E-Mail Address	

**\*Note: You will not be fully accepted into the Smart Beginnings Reading Hour program as a volunteer Reading Mentor until you have completed the training session with your center coordinator.**

## Program Policies

- 1. Be reliable and maintain a regular schedule, committing to the same time every week until the end of the school year.**  
*Reading Hour builds confidence and self-esteem. Students who are disappointed by inconsistent volunteers may have difficulty behaving or paying attention and will not benefit from the program. Please consider your ability to commit before you agree to volunteer.*
- 2. Communication with your Center Coordinator if you must cancel or reschedule your session.**  
*You are encouraged to send a note for your student with a co-worker or email a note to your Center Coordinator.*
- 3. Be considerate in the reading space.**  
*There may be many reading pairs sharing a small reading space, so we ask mentors to be conscious of their reading volume and any other action that might affect another pair's reading session.*
- 4. Never be alone with your student.**
- 5. No gifts or special foods.**  
*Students may have food allergies, so please do not give any food to your reading partner. Sharing food or other gifts make other children and mentors feel left out. However, at the end of the year, we invite all mentors to give their students a special book to take home. Cards are always fine.*
- 6. Only see your student at school during Reading Hour.**  
*For the protection of students, mentors, your company, and Smart Beginnings, contact between mentors and students outside of scheduled Reading Hour is not permitted.*
- 7. No photographs.**  
*For the safety and privacy of our students and their families, mentors are not permitted to photograph their students at any time.*

## Agreement and Signature

Please initial and sign below:

- I will represent my organization and Smart Beginnings with a professional demeanor.
- I will inform Smart Beginnings if there is a change in my schedule or contact information.
- I give Smart Beginnings permission to use my picture in a variety of media efforts.
- I agree to complete a background check.
- I understand the Program Policies listed and agree to adhere to them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please email your completed application to Anna Harbom at [aharbom@nrvc.org](mailto:aharbom@nrvc.org)**