

PRE-CLASSROOM VISIT

Contact principal/school contact person

Introduce/re-introduce yourself.

Set date for initial meeting for the school year.

Make sure this is a day and time when the third grade teachers, as well as the principal/assistant principal, are available. Call a day or two before scheduled meeting to confirm the meeting and presence of principal/assistant principal.

Set dates for classroom visits and B&N visits. You may want to schedule the pre-classroom visit on the same day as the initial classroom visit.

Classroom visits (initial, follow-up) should be scheduled for 30–45 minutes. Verify that visits do not conflict with school holidays, testing, or other school events. *Ensure that you are meeting with each class individually in the classroom; gathering children in the auditorium is not acceptable.*

Identify several potential dates for B&N visits (not immediately following a school holiday). Contact B&N to set dates, preferably prior to your first meeting with the teachers.

Meet with principal/assistant principal prior to meeting with teachers to review MOB guidelines and expectations.

Emphasize importance of administrative support.

Identify contact person (principal, assistant principal, literacy coach). Exchange contact information (e-mail addresses, phone numbers (school, cell, home)).

Remind principal/assistant principal that it is the school's responsibility to arrange for transportation.

Request that at least one adult in addition to the classroom teacher accompany class to B&N.

Establish parameters for parent chaperones. Would the school like to invite parents? If yes, stress that the parent cannot buy additional books for his/her child, and that books selected need to be within the guidelines of the program.

Meeting with Third Grade Teachers

Remind teachers it is important to leverage on the excitement and enthusiasm of the children by being active participants. Follow-up activities should include a writing component (see samples and suggestions below).

Prepare a folder for each teacher

Your contact information

Brief philosophical statement about MOB

Book list

Suggested follow-up activities

Names and addresses of individuals to whom children/teacher might want to write

To maximize the experience for the children, teachers need to be actively involved in all program components (classroom visits, B&N visit) and to actively supervise students in the classroom and at B&N.

Initial Classroom Visit

- Teacher to prepare children by briefly talking about program, identifying volunteer
- Review what you will be doing during the initial classroom visit

B&N Visit

- Agree on limits and expectations with administrators and classroom teachers, e.g.,

No more than 2 books in any series

Graphic novels? *Wimpy Kid?* *Dork Diaries?* No *Pokemon*

Dictionary (which one? \$10, \$4?). Try to establish approximate number so B&N can have sufficient quantities on hand.

Provide contact information of B&N Community Relations Manager so teacher can contact with special requests.

- *Book Lists* (See samples)

Emphasize importance in providing children with quality shopping experience and in helping B&N staff and volunteers assist youngsters. Book lists are a program mandate.

Book lists should be completed in school with teacher guidance. Include a variety of genres. Be as specific as possible (list book titles or specific authors).

Teacher needs to collect completed book lists from children and bring to B&N

- *Name tag for each child* with coded reading level (optional)
- Teacher needs to actively supervise children at all times

Follow-Up Classroom Visit

- Brief sharing of reading experience (see list of suggestions)
- Writing exercise (letter of thanks to volunteer, B&N staff, second grader, Chancellor of NYC Public Schools, Mayor, Fund for Public Schools, Helmsley Charitable Trust).
- Children should show book they are talking about.

INITIAL CLASSROOM VISIT

Introduce yourself to the children and tell them you are a volunteer for MOBF. It is also good to let them know that you are part of MOBF because you love to read books. Ask children what kinds of books they like to read.

Tell the children about the program: (convey information in order most comfortable for you)

Children will be able to buy \$50 worth of books at B&N.

Books need to be books for reading (no coloring books, comic books, trinket books, pop-up books toys, games).

The visit to B&N is a special day for the students; they should not be buying books for anyone but themselves.

Youngsters need to “shop wisely” – note difference in price between hard-covered and soft-covered books; select “just right” books (5 finger rule); sample as many books as possible; “bargain books”.

Dictionaries.

Children should select books of different genres (fiction, biography, science, poetry, social studies); no more than 2 of a favorite author.

Talk about name tags and book lists.

Children will be sharing something about one of the books next time you visit the classroom.

Explain B&N visit:

Identify B&N students will be visiting; tell them how they will get there (bus, subway), and that you will greet them and escort them to children’s department where they will be greeted by the B&N staff.

Explain process:

Students will select books and place in basket/bag.

When they think they might have about \$50 worth of books, find MOB volunteer or teacher to review books and add up.

Books will be taken to check-out counter; students will receive their books when they leave the store.

Explain that children will not have actual money to spend; MOB pays for the books.

Students may not bring additional money. This visit is only for MOB; youngsters can return to B&N at a later date with parents.

Answer questions (depending on time, interest level).

Conclude with a lot of enthusiasm, telling children you are looking forward to seeing them again soon at B&N.