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in Memory of  
Henry H. Nadell & Marjorie Nadell Schneider

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## GENERAL INFORMATION

1. All volunteers must sign in at the front table or office when entering the building.
2. The teacher's responsibilities are to choose the students and to be aware of the program's goals. The children chosen to participate in the program will blossom by reading and sharing time with a caring adult.
3. The children chosen by the teacher should not have behavioral problems or difficulty understanding English.
4. In most cases, the volunteer will read to the same 2-3 children for the entire school year.  
If the assigned child is absent, the teacher should choose another child for that day.
6. BookMates volunteers meet with their students in an assigned space that is sometimes shared with other volunteers and students. Some reading locations are not ideal (due to noise and other distractions), so volunteers in these situations should just do the best they can.
7. If the volunteer is unable to attend a session, he or she needs to call the school and leave a message for the site coordinator/supervisor and teacher.
8. For extended absences known in advance, please notify the teacher, children, site coordinator, and BookMates program director.
9. If problems or concerns arise, the volunteer should contact the program director immediately at 856-751-9500, ext. 1143
10. At the end of year, the volunteer will give each child a new, wrapped book.