



WISCONSIN

VOLUNTEER PROGRAM



Clinic Guide

Reach Out and Read Wisconsin

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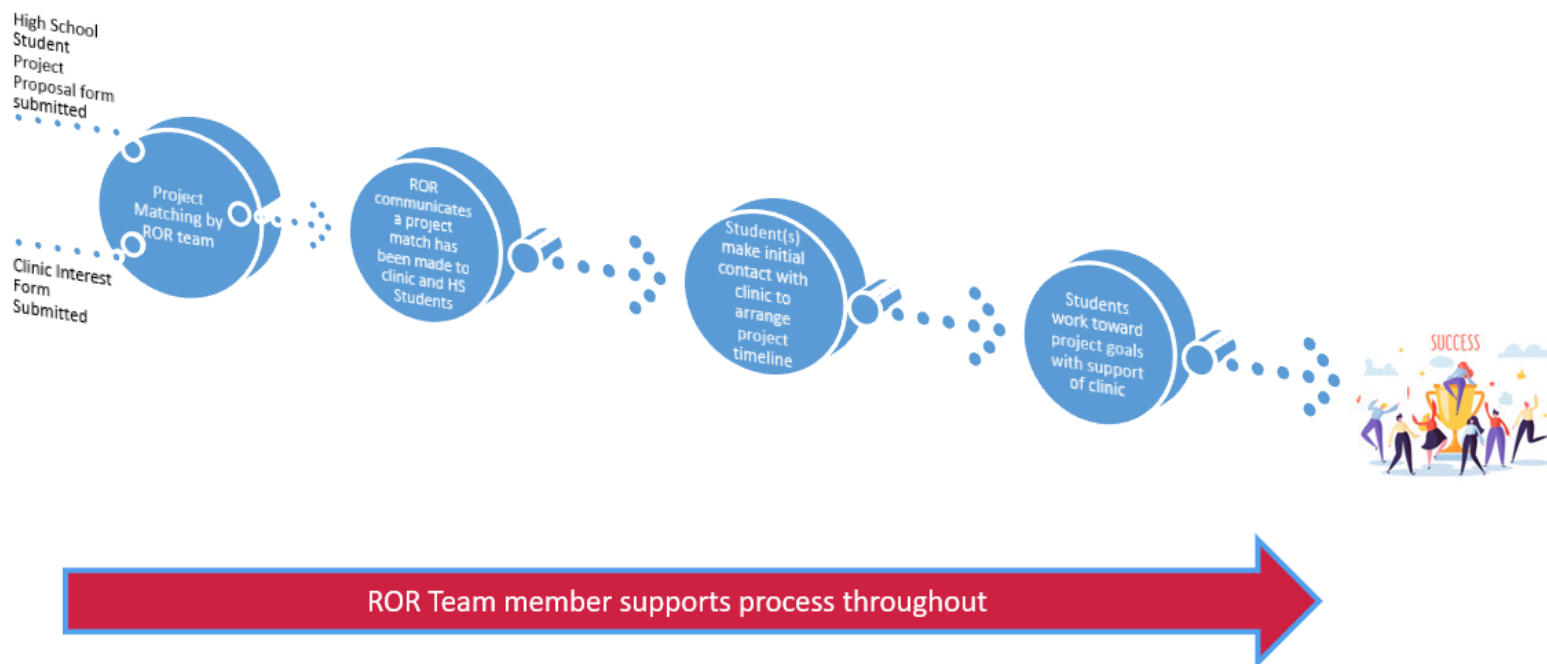
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Volunteer Program Overview

In the visual below, you will see the general steps that will occur for the volunteer program. This guide is meant to provide you with the information needed to support your student volunteers and their project. Please remember that your ROR WI contact can be of assistance to you at any time!

Steps:

1. Submit [Clinic Interest Form](#)
2. Receive project match email from ROR WI contact
3. Await initial email from students (let them contact you first!)
4. Support students through execution of the project
5. Follow up/wrap up



Step 1: Submit [Clinic Interest Form](#)

For this step, you will want to submit the interest form to help you get properly matched with student volunteers. Ideas are listed below to help you get started with what you might be interested in:

- reading-themed poster or artwork to hang in a clinic
- reading-themed bulletin board to be created in the clinic
- book drive for the clinic (could be used or new books)
- reading-themed activity/event at the clinic or community-based event
- fundraiser for the clinic
- Host volunteer(s) in the clinic to help organize children's books, put on stickers or bookmarks, or other ROR program logistic needs
- Host volunteer(s) in the clinic to do read aloud/a reading activity with patients that come and go for appointments
- children's size chairs or table built for clinic waiting area
- children's bookshelf/storage built for the clinic waiting area
- We are open to any of these ideas from the high school volunteers

Step 2: Project/Clinic Match

Once your interest form has been submitted, your ROR WI contact will match your interest area(s) with students that have proposed that project.

Your ROR WI contact will email you as soon as a match as been made. The student volunteers will also be on the email (to inform all parties of the match); however, it is the student's responsibility to reach out after this match email to initiate the communication with your clinic about the volunteer project (so try to hold back on emailing them first! We want students to take the initiative!)

Note: students will be submitting a commitment form at this stage of the project to show they are committing to fulfilling their proposed project

Step 3: Support Execution of Project

Once the students make their initial email contact with you, please stay responsive to the students so they can carry out the project however you work it out with them. Please work with them to figure out any logistics for when they will come into the clinic to complete their volunteering, or coordinate a time they can drop off their finished product to your clinic.

Additionally, some projects may require the students to utilize Reach Out and Read resources or information. Included in appendix A of this guide is a list of ROR resources that could be helpful (i.e. if students were creating a bulletin board, stickering books, placing bookmarks, or carrying out an activity at the clinic or community event). Please work with the students to have them utilize whichever of these resources you want included in the volunteer project! The students have this same list in their guide as well!

Please remember that these students are learning how to be a quality volunteer throughout this process, so some patience may be in order at times 😊

Step 4: Follow up/Wrap up

A few things to keep in mind as the volunteering wraps up:

- Students may need their volunteer time signed off by the clinic so they can receive credit for their time. The students will be responsible for bringing the proper paperwork to you
- ROR WI would love a final photo of the volunteer project. Students are encouraged to initiate this at the final volunteer time/project drop off, but if it is forgotten, please assist with this so our ROR WI team can showcase the amazing volunteerism throughout the community!
- Please submit this [feedback form](#) to provide any feedback on the volunteer program process. We want this to support your clinic's program implementation as easily as possible, so any feedback we can receive to continuously improve it is greatly appreciated!

Appendix A: Reach Out and Read Resource List *(these resources can provide inspiration or can be printed and used in the volunteer project- all resources are linked to the document)*

- [Bookmarks 1](#)
- [Bookmarks 2](#)
- [Book Stickers](#)
- [Family Information on Bonding](#)
- [Family Information on school attendance \[Spanish version here\]](#)
- [Family guide to supporting child's literacy development](#)
- [Family guide to development milestones](#)
- [Family reading tips \[Spanish version here\]](#)
- [Family information on what types of books children like by their age](#)
- [Research page on the impact of Reach Out and Read](#)
- ["Prescription to read" fun handout](#)
- [Proud to participate clinic poster](#)
- [Moon poster](#)
- [Reading tips poster](#)
- [Everyday Moments Matter posters](#)
- [Build Baby's brain with books poster \[Spanish version here\]](#)
- [Reach Out and Read general posters](#)