



Virtual Meet and Greet VOLUNTEER GUIDELINES

Virtual Meet & Greet events generally last approximately 30-minutes.

A Chapter One member of staff or a teacher will always facilitate the event, but it's great if you can have a quick think about what you want to say in advance.



Volunteers: RSVP!

To assist with the coordination and planning of this event, as soon as you receive an invitation email from Chapter One, please RSVP! **You can RSVP directly from this email invitation**, and download a calendar invite. It is very important that each volunteer RSVPs: this information will be shared with teachers so they can plan the event for the children. Once you have RSVP'd, there is no need to email us separately! Should you need to change your RSVP at a later date, you can access details of the event via the Meetings area on the Chapter One platform. **Please also note that events with fewer than four volunteers attending may be cancelled.** We really want to avoid disappointing children due to last minute cancellations.

If you are unable to attend, please consider **writing a simple note** and asking a colleague who is also a Chapter One volunteer with the class to share it with your student on your behalf. You could also **record a brief "hello" video** for our programme manager to share - or simply a photo of yourself. (Please ensure your clothing and photo/video background are appropriate and child-friendly!)

Introducing yourself to your reading partner!

This introductory virtual meeting is designed for you and your assigned pupil to say hello and put a face to a name! **Be prepared to say a little bit about yourself and what you enjoy about reading.** Remember that your student may be a little shy and tongue-tied when they first 'see' you, but we will encourage them to give you a wave! You might want to get together with your colleagues also supporting the class and think about anything you want to say collectively.

Think of an open question to ask your partner as this can encourage conversation. Some volunteers bring along something to show their partner to help break the ice - even their pets which always creates much excitement!

Suggested questions:

What's your favourite book?
What type of books do you like to read?
What's your favourite subject in school?

What's your favourite food?
Do you have any pets?
What do you like to do for fun outside of school?

Where to find the video call link

The video link should be available in your original email invitation. It will also be in the meeting detail on our platform, which you can find in the Meetings section of the menu. For a reminder on how to join a video meeting, please see the links below:

[How to join a Microsoft Teams video meeting](#)
[How to join a Zoom video meeting](#)

Gifts and snack treats for students

Please note: Ahead of a virtual event, some volunteers ask us about sending gifts to their paired school. **We have a no gifts policy for individual children** as individual presents can result in some children feeling left out. However, if you want to send a card to just your pupil that is absolutely fine. Books for the class to share are always welcome, or if you have any corporate, child-friendly merchandise, then that is also fine to send for the larger class - of course, there is absolutely no obligation! Snacks for the children to have around the event are always eagerly received, however they need to be **healthy and nut-free**. They should also be suitable for vegetarians in order to be inclusive, and please send enough for all the children to share - as a guide, most classes are 30 children but please do check exact pupil numbers with your child's teacher via Messaging in advance of the event.

What to expect at the virtual event

We aim to provide activities during the event that will work in a virtual setting, such as [Simon Says](#), [Word Association](#), or just telling some simple, child-friendly jokes or riddles! However, if you wish to read a favourite story or share a poem, please let your programme manager know in advance, if possible. This should be no longer than 5 minutes in duration.



Photography and Zoom etiquette

In preparation for the virtual event, please ensure your camera is switched on, you're not on 'mute' and your screen name is familiar to your Chapter One pupil! **Please do not take any photos or screenshots.** Your Chapter One programme manager and child's teacher might take photos as they know which children have photo consent. Please let your programme manager know if you do not wish to have your photo taken and used in Chapter One social media and publicity materials. Lastly, to support us in our safeguarding processes, please ensure you use a blurred background and that your surroundings and attire are child-appropriate.

TELL A JOKE!

Q: Why didn't the cake make it on time to the party? A: It was choco-LATE.

Q: Where do cows go on a Saturday night? A: To the MOOOOOOOOOooooooooooooooooooooovies.

Q: What did one tomato say to the other tomato? A: You go ahead and I'll ketchup.

Q: What do elves learn at school? A: The elf-abet.



Thank you for sharing your love of reading!