



PROGRAM TIMELINE

Thank you for your participation in the Chapter One Online Reading Volunteer program. We highly value your time and appreciate your contribution as the volunteer coordinator for your organization. Below is a timeline for what you can expect from the beginning of the planning process through the end of the school year.

May to July - Calling all interested volunteers!

If you are new to Chapter One, welcome and thank you for taking on the role of coordinator!

Planning for the upcoming school year

This is the time of year when you work with our corporate partnerships manager to create a plan for the upcoming school year. This includes setting volunteer recruitment goals and considering how many classrooms your organization would like to support for the year.

We will provide you with helpful resources you can share with colleagues interested in becoming a volunteer. These resources include an overview of the Online Reading Volunteer program, an explanation of the registration process, FAQs for volunteers, and what to expect as a Chapter One volunteer. You may want to consider sharing these resources with interested volunteers when registration opens in mid-to-late July.

August - September is the time to start getting teams registered & trained

If you have assembled an internal list of interested volunteers, this will be the time to share the registration details with employees who are interested in the Online Reading Volunteer program! Please advise colleagues to register as soon as possible so they have enough time to complete the training and background check requirements needed before we can assign them a student.

Completing the Sterling Volunteer or district specific background check and the watching the 30-minute Basic training video is a requirement for all Chapter One volunteers.

Late August to October/November - Monitoring volunteer activity

You can monitor the status of volunteer registrations, background check/training status, and student assignments from the Coordinator Dashboard. The Dashboard provides an at-a-glance view as well as an option to download a report to you inbox. To view the Dashboard, you will need to register with Chapter One as a Volunteer Coordinator. This only take a few minute and does not require you submit a background check or watch the training video. Those requirements are only needed if you also plan to be an online reading volunteer.

October-November: Assignments and weekly reading sessions

Your assigned program manager will send you an email notice when classrooms are ready and your team starts receiving assignments. Depending on how many volunteers participate, it's possible not everyone will be assigned at the same time. To monitor assignments, remember to check the Coordinator Dashboard.

During the school year, our program managers review reports weekly to monitor session activity. While these reports provide a lot of information, nothing is more valuable than hearing from volunteers at the end of their reading session. Volunteers are encouraged to fill out a feedback form at the end of each session. This information will help us monitor the success of the program, the volunteer experience, and any issues that need to be addressed.

May-June - The Year-End Celebration

The year-end celebration event is a favorite for everyone and an opportunity for volunteers to meet their students face-to-face. The events are either in-person or virtual and planning will begin at the end of March when we will ask teachers for a day/time volunteers can visit the classroom.

Monitoring Volunteer Teams and the Volunteer Coordinator Dashboard

As the volunteer coordinator for your organization, you can monitor volunteer activity using the Volunteer Coordinator Dashboard. The dashboard gives you real-time information for:

1. Number of registered volunteers
2. Background check and training status
3. Student assignment status
4. Reading session activity
5. RSVP information for school/classroom in-person or virtual visits

The top-tier portion or phase one of the Dashboard provides helpful information during the recruitment and/or early phase of the program. Once volunteers have been assigned a student, the second tier reporting or phase 2 includes information that will help you monitor reading session activity and success for each volunteer team.

To run a report for phase one or phase two, click the Email Report button and a report will be sent to the email address you used when registering with Chapter One.

Thank you!

It all starts with literacy.