****

**Born to Read/Head Start Volunteer Supervisor Checklist**

**Items for all volunteer supervisors to discuss with new volunteers:**

* Program overview including:
	+ Mission and goals
	+ Services provided
* Program routines and schedule including:
	+ Holidays and other days volunteers are not expected to serve
* Physical layout of the site including:
	+ Where and how to enter and exit the site
	+ Where to park
	+ Where to sign in
	+ Which classroom they will be reading in
	+ Where they can read with students
* Safety and emergency procedures specific to the site (Ex: what to do in case of a fire, an intruder, etc.)
* Introductions with relevant program/site staff including:
	+ Staff members’ roles in the program and necessary contact information
	+ Program structure and lines of communication relevant to the volunteer’s assignment
* Volunteer’s assignment description and responsibilities including:
	+ Sign-in and nametag procedures
	+ Filling out book logs/tracking sheets
	+ Volunteer’s role within the program
	+ Expectations of the position
* Head Start guidelines including:
	+ Confidentiality
	+ Photo/Social media policies
	+ Dress code
* Recognizing signs of child abuse and neglect
* Proper protocol for reporting child abuse and neglect