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**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