

Every 1 Reads Volunteer Placement Process

The *Volunteer Talent Center* responsibilities include training tutors in addition to having volunteers complete preference sheets and record check forms. *Volunteer Talent Center* personnel will cross-reference these documents with each Every 1 Reads registration / sign-in page to ensure that both forms have been submitted.

Volunteer Talent Center personnel will enter the security record check information into Cambridge, a database used to verify volunteer clearance. When an Every 1 Reads' trainee fails to complete a record check form, identifying information is entered into Cambridge seeking verification of prior clearance. When security verification cannot be obtained, *Volunteer Talent Center* staff will re-contact trainees, by mail, requesting completion of the security record check document. Upon receipt of this form, volunteer information is entered into Cambridge. No referrals will be made until a volunteer has either consented to a background check by fully completing a record check form or prior clearance has been verified. *Volunteer Talent Center* staff will also inform site coordinator(s) when a volunteer fails to pass a security record background check.

For volunteer tutors who have submitted a preference sheet and record check form for documentation, and/or verification is obtained through Cambridge, the *Volunteer Talent Center* then issues an introductory letter to the tutor. This correspondence identifies a specific site-based assignment including the identity of the coordinator responsible for matching a tutor with an eligible student. Scheduling of the weekly, one-on-one sessions is based on volunteer and student availability.

Volunteer Talent Center personnel will fax a copy of the volunteer's preference sheet and the introductory letter to the site-based Every 1 Reads coordinator.

Upon receipt of the Every 1 Reads preference sheet and the introductory letter, coordinators should perform the following:

_____ make initial contact with volunteers within one week of receipt of the volunteer's preference sheet.

_____ schedule an orientation session for Every 1 Reads volunteers.

_____ establish a weekly, one-on-one tutoring session between the volunteer and eligible student.

_____ re-contact the Volunteer Talent Center by re-faxing the introductory letter indicating the start date as well as the assigned tutoring day and time.

In the event you have any questions regarding this process at a later date, please contact Karen Mize at the Volunteer Talent Center. She may be reached by telephone at 485-8185.