**So, You’re Going to Run a Reading Buddies…**

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| **Brief Description:** Reading Buddies pairs a school-age child with a teen “big buddy” for a fun and informal reading practice once a week.**Age Range:** Big Buddies: 13-18; Little Buddies: Grades 2-4**Registration Required:** Yes. Done in advance by branch staff. They will also check the references for teens (when an individual other than a VPL Librarian is listed, ie. teacher) and make a reminder call to all participants before the first session.**Max # of Participants:** 10 to15 pairs depending on space and staffing; it is a good idea to register a few more teens than little buddies.**Promotion:** ‘Teens Needed’ and ‘Little Buddies Needed’ poster templates.*Branch staff to customize, print, and display a month in advance.***Staffing:** Facilitated by 2 staff (1 CTS Lib Tech, one branch Lib Tech)Teen training led by Teen Services Librarian one week before first session.**Supplies (provided by CTS):** document package, juice and snacks, name tags and name tag holders, Reading Buddies bookmarks**Equipment (provided by branch):** pencils, markers, scissors, file folder (to store materials between sessions)**Furniture and Space:** A branch meeting room with tables and chairs, or a space to sit at tables and on the floor in the library.**Supplementary Documents:****Big Buddies*** Big Buddies Volunteer Application
* Big Buddies Information Package *(for Teen Training session)\**
* Big Buddies Certificate of Appreciation *(print for last session)*

**Little Buddies*** Little Buddies Registration Form *(customize with dates/time/location on second page)*
* Little Buddies Reading Record *(12 sets sent to branch ahead of time. Print additional as needed.)\**
* Little Buddies Certification of Completion *(print for last session)*

**Facilitator*** Sign In Sheet (*fill in on VanDocs and save a copy)\**
* Name Tags *(sent to branch ahead of time)\**

*\*Keep the little buddy reading records, teen information packages, bookmarks, sign in sheets and name tags at the branch between sessions in a file folder.* |
| **Session Schedule for Facilitators\******\**** *The times listed on this schedule are flexible and are meant to provide a general guideline.* |
| **First Session** **Prep** * Fill in and print the ‘**Sign In Sheet’** using the information from the registration forms to assign pairs.\*

\*The buddies will meet in these same pairs for each of the seven weeks. However, you will often have to adjust the pairings to accommodate buddies who are away.* **Cut out the Reading Buddies Name Tags**
* **Set up the room**/space with: snacks, juice, pencils, reading records, bookmarks, nametag supplies, sign in sheet and the file folder with teen information packages. Write the schedule on the whiteboard if you have one.

**4:00 – 4:10 Participants Arrive** – Let the parents know that the program finishes at 5:00 and that they will need to wait in the library - ask if their child has any food allergies. Check off the participant’s names on the sign in sheet. **4:10 – 4:15 Pair-up Buddies –** Once it looks like everyone who will be coming has arrived, call out the names of the pairs. If you have some no-shows, get the spares to join in with another pairing for this session. Ideally you will have an extra teen or two and not have to pair two little buddies with one big buddy.**4:15 – 4:25- Snacks, ‘Getting To Know Your Buddy’ Activity and Decorating Name Tags-** Make sure all of the little buddies also get a reading record (and put their name on it) and a bookmark.**4:25 – 4:30- Pick Out Books -** The teens have had a tour of the children’s area and their training included how to pick an appropriate book. You may be needed for suggesting or finding titles during this portion. **4:30 – 4:50- Reading Practice** –This may include the little buddy reading to their big buddy, both of them reading together, or the big buddy reading to the little buddy. During this time, you’ll be on hand to help the teens if needed (see the ‘Tips’ section below), but for the most part the pairs are self sufficient.**4:50-5:00 – Clean-Up** **5:00-5:10 – Debrief with Teens** – Once all of the little buddies have gone, gather the teen volunteers and have a quick debrief. Encourage them to share examples of successes and see if they have any concerns or questions. **Regular Session****Prep** * Print out a new **sign in sheet** (with adjustments if necessary).
* **Set up the room**/space with snacks, juice, pencils and the file folder of reading records, information packages, bookmarks and nametags. Write the schedule on the whiteboard if you have one.

**4:00 – 4:10 Pair up and Snacks** –Remind everyone to sign in and put on their nametag as they arrive. They can then pair up with their buddies, find their reading record and grab a snack. Once everyone is snacking, let them know that they can head into the library to pick books when they are done.\* \*If you have a larger group, you may want to wait until everyone has arrived and call them up one table at a time to take a snack.**4:10 – 4:15 Pick out Books****4:15 – 4:50- Reading Practice** **4:50-5:00- Clean up** **5:00-5:10 – Debrief with Teens** **Last Session****Prep** * Print out a new **sign in sheet** (with adjustments if necessary).
* Print and fill outa **Certificate of Appreciation** for each big buddy and a **Certificate of Completion** for each little buddy (don’t sign the Certificate of Completion).
* **Set up the room**/space with snacks, juice, pencils and the file folder of reading records, information packages, bookmarks and nametags. Write the schedule on the whiteboard if you have one.

**4:00 – 4:10 Pair up and Snacks** **4:10 – 4:15 Pick out Books** **4:15 – 4:40- Reading Practice** **4:40-5:00- Ceremony –** Have the certificates ready with the participant’s names and the date filled out. Call up each pair one at a time. Have the big buddy sign the little buddy’s certificate and then hand it to them. The little buddy can then present the Certificate of Appreciation to their big buddy. Round of applause!**5:00-5:10 – Debrief with Teens** – Some teens may ask you to fill in a Community Service Hours form from their school. They also will have received a “Service Hours Tracking Form” as part of the Big Buddies information package and are responsible for filling in their hours after each session. **Follow-up -** In the past, we have had parents and teens fill out an evaluation form with feedback. We are in the process of standardizing these for 2016. Don’t worry about this step for the fall 2015 sessions.**Send clear plastic name tag holders and extra snacks back to CHL (Attn: Teen Services)** |
| **Tips** |
| When to intervene/assist during Reading BuddiesDuring the teen training session, teens are advised on when to ask for support from staff (though this is a rare occurrence). Take the lead from them and, in most cases, wait and let the teen volunteer take a chance to work out any issues with their little buddy. This will allow them to problem-solve and develop the relationship with their buddy.

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| **Scenario** | **Action** |
| Little buddy refuses to read | Suggest that the teen reads to the little buddy or that they read together, maybe from a different type of book, ie. graphic novel or joke book. You can also have the teen redirect them to telling stories on a felt board (if one is setup in the library) or drawing and give reading another try later.  |
| Inappropriate behaviour (acting out, being rowdy etc.) | Speak to the little buddy to let them know that their behaviour is not acceptable in the library. Suggest alternate activity (see above). Let the parent know on pick up.  |
| Teen and little buddy don’t get along | If it is a minor incompatibility, talk to the teen after the debrief to see if the problem can be resolved. If not, assign a new buddy for the next session. If the situation requires immediate attention, separate the pair for the rest of the session. |
| Parent does not arrive to pick up a little buddy | Call contact number on registration form and stay with the little buddy. The teen buddy does not have to remain in the library.  |
| A parent of a little buddy would like to contact a teen outside of the library (for babysitting etc.). | Let them know that this is not acceptable |
| Little buddies and big buddies would like to exchange gifts (ie. thank you cards, Halloween bags, etc.) | These ‘happy surprises’ are allowed (but not required by any means). |

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