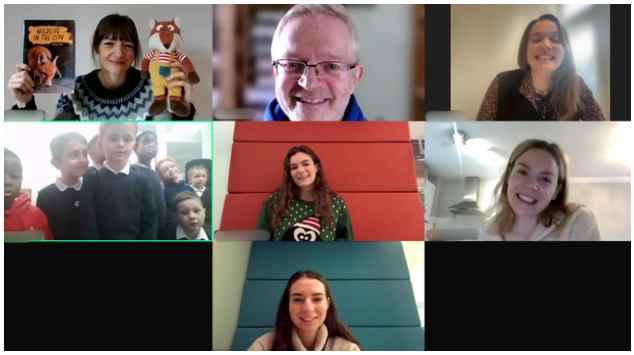
VIRTUAL MEET AND GREET VOLUNTEER GUIDELINES

Chapter One

What is a Meet and Greet?

A 30-minute virtual event between November and February, facilitated by a Chapter One Programme Manager, where you'll be able see your pupil and give them a wave! This is a lovely way to put a face to their name and the voice you hear on your calls and to strengthen your connection with your reading partner. Please note - **you don't have to wait until after your Meet and Greet to start reading - you can begin as soon as we've assigned you to a pupil!**



Do I need to RSVP for the event?

Yes, please! It is very important that each volunteer RSVPs as soon as possible: this information will be shared with teachers so they can plan the event for the children. You will receive an invitation email from Chapter One and you can RSVP directly from this email invitation, and download a calendar invite.

Once you have RSVP'd, there is no need to email us separately! Should you need to change your RSVP at a later date, you can access details of the event via the Meetings area on the Chapter One platform. **Please also note that events with fewer than four volunteers attending may be cancelled.** We really want to avoid disappointing children due to last minute cancellations.

What if I can't make the date/time offered?

The dates and times for these events are decided by our schools based on their timetables and availability, so unfortunately we can't offer alternative slots. If you can't attend, there's an opportunity for you to send a message to your child via a Google form, within the invite RSVP.

How do I join the Meet and Greet?

The virtual video link is in your email invitation and on the Chapter One platform under Meetings. When you join, ensure your camera is on, you're not muted, and your screen name is familiar to your student. To support us in our safeguarding processes, please use a blurred (or corporate) background and ensure you have appropriate surroundings and attire.

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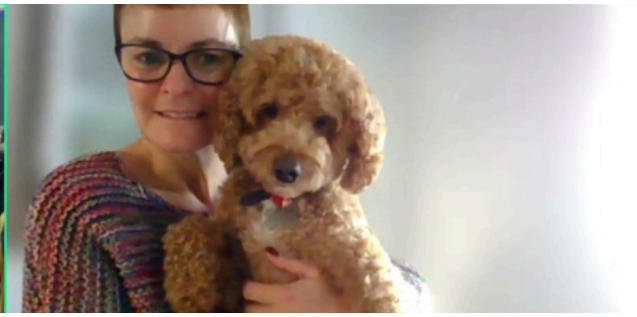
Can I take photos or screenshots during the event?

No, please don't take any photos or screenshots. Your Programme Manager will know which children have photo consent, and if appropriate, they will take some screenshots which they will share with you afterwards via email. Let your Programme Manager know if you don't want your photo used in Chapter One materials (or turn your camera off when a photo is being taken).

What do I do during the event?

Be ready to introduce yourself, share what you enjoy about reading and maybe a little about the job you do! Remember, your student may be shy initially, so think of ways to encourage conversation. We will encourage them to give you a wave! You could ask them what their favourite book is, if they have any pets, or what they like to do for fun outside of school. We may play a game of Simon Says or Word Association.

Many volunteers bring something to show their student (pets are a popular choice if you are WFH and create great excitement!). If you'd like to read a short story or share a poem, let your Programme Manager know in advance.



Can I send a gift to my school ahead of the event?

We have a no gifts policy for individual children as individual presents can result in some children feeling left out. However, if you want to send a card to your pupil that is absolutely fine. Books for the class to share are always welcome. Chapter One is a LoveReading4Kids affiliate partner. For every book you buy, they donate 25% of the value back to the school of your choice – a wonderful way to give even more! Chapter One also receives 5% from each sale (when partners are able to pay by card online and use 'CHAPTERONE' in the Partner Code box at check out!). Do contact us for further details.

If you have any corporate, child-friendly merchandise, then that is also fine to send to the larger class (normally around 30 children) - of course, there is absolutely no obligation!

Thank you for sharing your love of reading!