



Washington Reading Corps Toolkit: User's Guide

The WRC Toolkit is designed to serve as a model to help schools or tutoring programs develop meaningful volunteer tutoring programs. The materials provide schools and/or programs with resources to assist them in training tutors and creating a sustainable tutoring program. It offers important background knowledge in reading and helps provide quality academic and intervention support. It has been constructed using many best practices and examples from Washington Reading Corps schools.

KEY POINTS

- The toolkit presents sections on key elements of successful tutoring programs, which are represented by the six modules in the Toolkit. These modules can be used *independently* or *collectively* depending on the user's needs.
- While the WRC utilizes volunteer tutors in grades K-6 specifically for reading support, much of the material provided can be modified to support general tutoring programs across *all grades*.
- The materials provided can be reproduced. The examples provided are meant to be modified to best meet the needs of your school. The modules are available as Word documents in order for them to be customized.

Summary of the Washington Reading Corps Toolkit:

Examples of key toolkit elements include but are not limited to the following:

Module 1: Volunteer Reading Tutor Training Handbook: A Sample Guide for Schools

This module is unique because it is a template. It provides sections for programs to insert their own information and customize the handbook according to their needs and requirements.

- General tutor orientation materials and procedures
- The role of the volunteer reading tutor
- Skill specific training
- Factors that affect learning
- Tutor training and tutoring session information
- Ongoing tutor support and resources
- Frequently asked questions
- Glossary of literacy terminology
- WRC tutor bookmarks

Module 2: Creating a Volunteer Reading Tutor Program

- Preliminary program development
- Resource acquisition
- Program evaluation and improvement
- Program planning worksheets

- Sample fundraising and partnership letters
- Sample evaluation tools

Module 3: A Guide to Community Partnerships and the Media

- Creating partnerships
- Ongoing partnership maintenance
- Working with the media
- Planning worksheets
- Evaluation and assessment worksheets
- Glossary of media terminology
- Sample media releases
- Sample partnership letters

Module 4: Family Involvement and Literacy

- Family involvement and literacy information
- Family involvement activities and events
- Resources to support family involvement
- Needs assessment and planning worksheets
- Event planning checklist
- Assessment and evaluation tools
- Sample newsletters, flyers, and letters

Module 5: Volunteer Recruitment and Management

- Program description and recruitment
- Volunteer hiring and training
- Volunteer management and retention
- Asset mapping and program readiness worksheets
- Sample position descriptions
- Sample volunteer recruitment plan
- Sample volunteer application and interviewing questions
- Volunteer management checklist

Module 6: Peer and Cross-Age Tutoring

- What is peer and cross-age tutoring?
- Why use peer and cross-age tutors?
- Program planning materials
- Initial tutor training and orientation
- Assessing and modifying the program
- Sample models of peer and cross-age tutoring configurations
- Frequently asked questions
- Sample evaluation tools
- Sample journal format
- Sample role play and reflection ideas

Key:

 **New Section:** New topic in the chapter to use in training tutors

 **Subsection:** A sample or another element of the topic that provides additional specific information for tutors

 **Characteristics, Formats, and Strategies:** Offers information on learners and possible qualities as well as ideas for different approaches for tutors to use

 **Letter to the School:** *This section is also italicized or surrounded by a segmented-line border. It provides information for the school personnel who will be customizing this manual, therefore; it should be deleted from the tutor's copy of this module.*

⇒ **At Our School:** This section provides a place for a school to customize the document with their own school-specific information (i.e. demographics on the students they serve, school policies, and other useful statistics).

WRC Bookmarks: The WRC has available a series of bookmarks for volunteer reading tutors which offer tutor strategies and tips in an effort to provide ongoing support to these tutors. They are included in their corresponding section in the module as well as in the appendix. A complete set of bookmarks are given to site supervisors and are also available on the WRC website.

Appendix: The appendix is featured at the end of each module. This section contains glossaries, sample documents, frequently asked questions (FAQs), as well as planning, assessment, and evaluation tools.