

## **PRE-CLASSROOM VISIT**

- Contact the principal's office to set up a time to schedule your initial school visit. It is important to arrange a meeting with the principal and the third grade teachers before meeting with the children. This meeting usually takes about 30-minutes. At this meeting you should talk about the history, origin and objectives of MOBF. We have found that even though the school may have been in our program for a period of time there are often new teachers in the classroom. During this meeting it would be advisable to get all the relevant contact information, i.e. phone numbers, e-mail, etc. You should review what we are trying to accomplish at our initial school visit, the B&N visit and the follow up visit.
- If possible, before meeting with the principal and teachers, try to set up dates for the B&N visit, and the follow up visit with the children. Remind the school that transportation to the store and back to the schools is their responsibility. The Assistant Principal usually takes care of the travel arrangements. Make sure you also coordinate with the Community Relations Manager at B&N what dates are available. Having firm dates is useful for all concerned.

Usually the principal will assign an Assistant Principal to coordinate the program with the teachers. Encourage the AP to collect a list of books the teachers would like to have at B&N that would be relevant to the children's studies, such as books that pertain to current school projects or lessons. Also the list should take into account the cultural and ethnic makeup of the school, so that books that are appropriate to the diversity of that school's population will be available. Advise the AP that they should call the B&N Community Relations Manager {CRM} at least 2 weeks before the trip to allow the manager to acquire the books. Mention to the teachers that it would be beneficial for them to go to the store before their class visit to map out the location, and discuss any specific needs with the CRM.

Ask the principal and assistant principal if they would like us to offer an invitation to parents. If the answer is "yes", stress that the parent cannot buy any additional books for their children.

## INITIAL CLASSROOM VISIT

- After you enter the classroom introduce yourself to the children. Tell them you are a volunteer for MOBF. It is also good to let them know you are part of MOBF because you love to read books.
- There are different approaches as to when you tell the children that you are taking them to B&N and they will be able to buy \$50 worth of books. Burt suggests that you start first by telling them you will be taking them to the store, since the children usually have heard something about the visit, and it is good to let them know that it will be happening soon. Also, it gets the children excited immediately.
- Let them know that you want them to buy books for reading, which would exclude coloring books, comic books, trinket books and pop-up books. Let them know that we want them to buy books that they are able to read... “Just right” books for them. We also want them to sample as many books as possible and to be sure they are happy with their decisions. Let them know we will also have dictionaries available to purchase if they do not have one, and find out how many children would like to buy one.
- A good question at this time would be “what kind of books do you like to read”?
- Tell the children that we want them to “sample” as many books as possible and that they should be satisfied and happy with the books they select.
- Let them know they should have nametags as well as a list of the books they would like to purchase. Emphasize to the children as well as the teacher that having a list makes the shopping experience more enjoyable.
- If parents are invited tell the children they should not buy any additional books beyond the \$50 limit. They should also be told that this day is a special day for them and they should not be buying books for anyone but themselves.
- Explain the process to the children. That includes letting them know that a bus will pick them up at school and bring them back from B&N. Tell them that you will be there at B&N to greet them and take them to the children’s department. Once at the children’s department they will be greeted by the people from B&N and taken on a tour of the children’s department before they start their shopping. Let them know that you and the staff at B&N will be there to help them make their selections as well as to help them figure out what they have spent.

- Bring an example and explain the difference between a hard cover and soft cover book. Tell them the price difference, show them where the prices are in the book and to look for the USA price. Ask the children if the contents of the book were the same, which would they buy? If they pick the soft cover book, ask them what can they do with the extra money?
- Ask the children if they have any questions. Often the children ask if they have to bring money or if they do not spend the \$50 can they keep the difference. Let them know that they should not bring any money, and that the \$50 is for books only.
- Leave with a lot of enthusiasm and tell the children you are looking forward to seeing them again soon at B&N