

## Read United Partner School: Herbert Hoover Elementary

### 1. School Contact for Read United

- Contact Name: Michelle Hawley
- Email: mhawley@bettendorf.k12.ia.us
- Phone: 563-332-8236

### 2. Parking:

- **Volunteers should park in any designated spaces available in the school parking lot. Please enter the building through the main entrance and sign in at the main office.**

### 3. Check-in:

- **Driver's license is required for initial visit. After the initial visit, volunteers will sign in on the computer using our *Raptor* system. When signed in, a visitor badge will be printed for volunteers to wear while they are in the building.**

### 4. Connecting with your student:

- **Upon the initial visit, and subsequent visits as needed, volunteers will be walked to their students classroom and reading location.**

### 5. School contact in the event of student or volunteer absence:

- **What should a volunteer do in the event they cannot attend their volunteer time:** Contact Michelle Hawley, listed above, through email
- **How will the school communicate a student's absence to a volunteer:** Enter what the school will do to communicate with a volunteer should a student be absent. This could include having the volunteer read with another student during this time.