Volunteer Guide | Read United | Madison Elementary

Contacts

Program Inquiries:
Read United Program Coordinator: Teri Adams
tadams@unitedwayqc.org | 563.344.0346

General on-site logistics & student matters:
United for Schools Site Coordinator: Faith Martinez
fmartinez@unitedwayqc.org | 309.644.2612

Report volunteer absence:
United for Schools Site Coordinator: Faith Martinez
fmartinez@unitedwayqc.org | 309.644.2612

Urgent student safety concern:
Madison Elementary Main Office:
563.723.6750

Weather delays/closings:
Major news outlets share emergency delays, early dismissals and cancellations, including KWQC TV-6, WQAD TV-8, WHBF TV-4, and the QC Times.

Processes

Volunteer check in:
Check in at front office.

Volunteer/Student connection:
You will meet student in the designated Read United room.

Book/Activity selection:
Student will have book and/or activity each time
Volunteer and student select book and/or activity

End of session:
Volunteer will walk student back to main office

Frequently Asked Questions

Q: What do I need to bring when I volunteer
A: Your driver's license to check in.
Q: Who do I contact if I can't make my reading session or will be late?
A: Please contact the report volunteer absence in the left column.

Q: Where do I find no school/student days?

A: See "Important Dates" document provided at orientation.

Q: Can I give my student gifts or treats?
A: Snacks must follow the school approved list.

Q: Can I bring my own books or materials?
A: Age-appropriate and school-approved only.

Q: What if my student is absent?
A: Absences will happen. Feel free to call the school office the morning of your reading time to ask if your volunteer slot is a go for that day.

Q: What if my student shares something concerning or displays troubling behavior?

A: Stay calm, thank them for telling you, and notify the front office. Share what you observed/heard.

Q: Can I contact my student or their family outside of school?
A: No, all communication goes through the school.

Q: May I post photos on social media?
A: No, volunteers may not take or share student photos.

Q: What if we finish early or the text is too easy/hard?
A: You can choose another book or literacy activity or reach out to the UFS Site Coordinator contact.

Q: Questions about your school safety protocols?

A: See front office staff.

UNITED WAY
Quad Cities

MADISON ELEMENTARY — Important Dates
READ UNITED 2026-27 School Year
School Day 8:00am-2:55pm

October 2026
Oct 15-16 — Conferences (No School)
Oct 19 — Fall Break (No School)
Oct 30 — 2-hr Early Dismissal

November 2026
Nov 11 — Veterans Day (No School)
Nov 25-27 — Thanksgiving Holiday (No School)
Nov 30 — Inservice (No School)

December 2026
Dec 22 — 2-hr Early Dismissal
Dec 23–31 — Winter Break (No School)
Check for winter program dates

January 2027
Jan 1 — Winter Break (No School)
Jan 4 — Inservice (No School)
Jan 15 — 2-hr Early Dismissal
Jan 18 — Martin Luther King Day (No School)

February 2027
Feb 1 — Inservice (No School)
Feb 12 — 2-hr Early Dismissal
Feb 15 — Presidents' Day (No School)

March 2027
Mar 15-19 — Spring Break (No School)
Mar 26 — 2-hr Early Dismissal

April 2027
Apr 5 — Inservice (No School)
Apr 16 — 2-hr Early Dismissal
Apr 19 — Spring Break #2 (No School)