

# Being a S.T.A.R Reader

Story Telling And Reading



Become a reading "star" in a child's life

**S.T.A.R. (Story Telling and Reading) is a program designed to encourage children to listen, interact, and be able to enjoy story reading in a smaller, more intimate level.**



**We need volunteers! Readers should be at least 12 years old and those 18 years and older will need to be finger printed before they can start.**



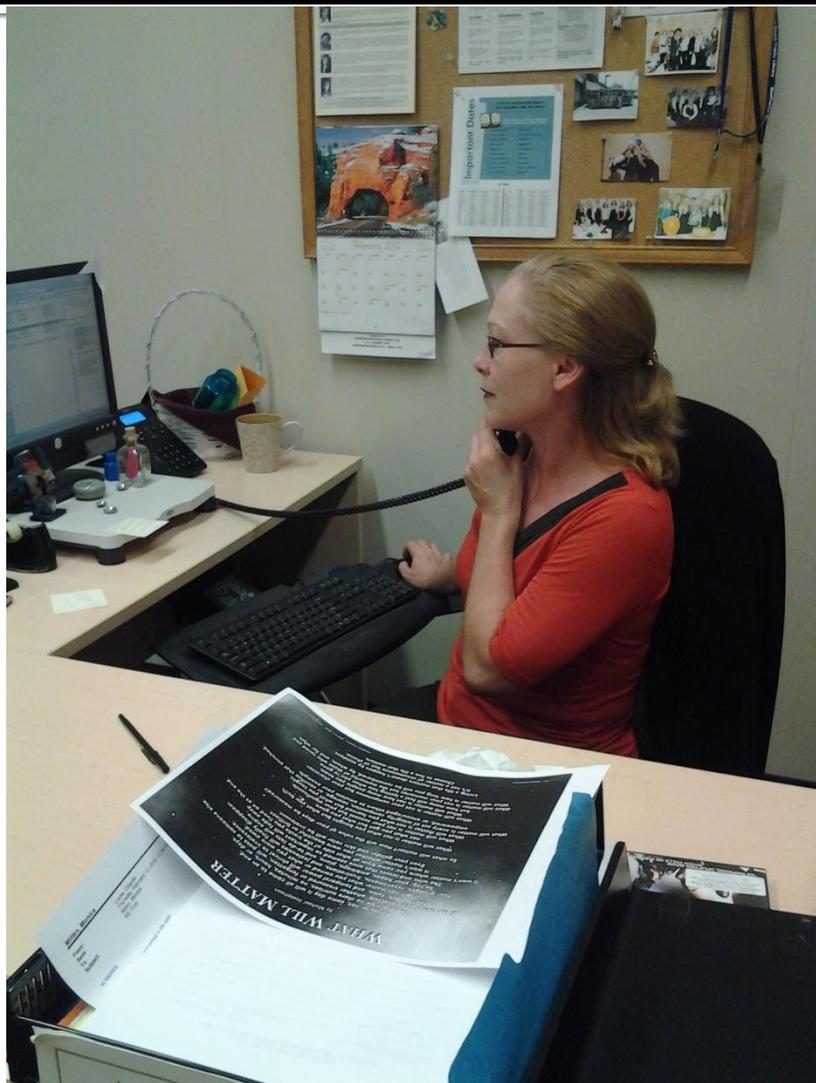
# How does one become a S.T.A.R. reader?



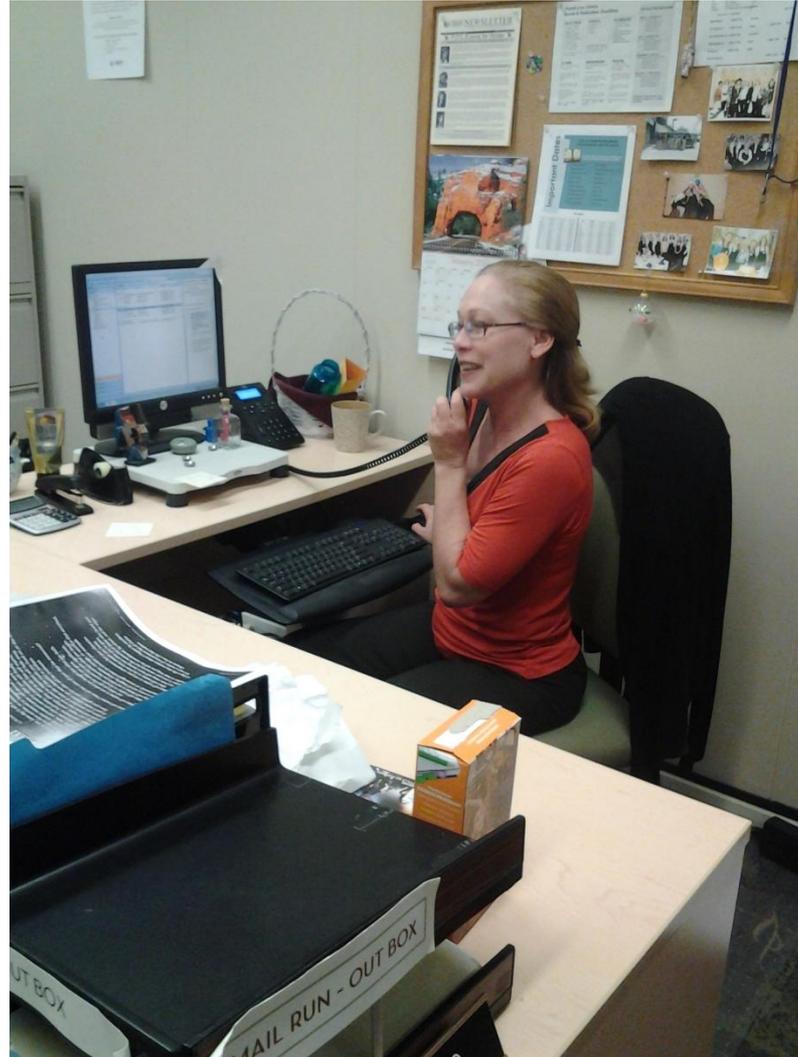
**Volunteers 18 years old and older will need to go to Administration and pick up a finger print packet from the Volunteer Coordinator's office.**



**Our volunteer coordinator, Monica Miltko, will give the packet to the volunteer along with a map of suggested places that do finger printing. Even if a volunteer has been fingerprinted before for a position outside the library, the volunteer will need to be fingerprinted again before he or she can start reading to the children.**



Once a volunteer's fingerprints have been cleared, Monica will call that person with the good news. Now the volunteer can come in and start signing up for reading times!



**What if the volunteer is under 18 years old?**



Once teens have attended one of our monthly teen shelving workshops OR have viewed this PowerPoint, they can sign up for reading times and can introduce themselves to Melissa Ronning, the children's/YA librarian in charge of S.T.A.R.



## “Are there meetings or workshops I must attend before I can start?”

- There are month meetings held the first Wednesday of every month in the Tabby Theater at 4:00 p.m. where teen volunteers are taught about shelving and reading aloud.
- We also have quarterly S.T.A.R. workshops where we meet with our volunteer readers and discuss ideas, reading techniques and book suggestions.
- However, you do not have to wait to attend one of these meetings if you want to reading right away.

Adult and teens; if you have NOT attended a teen shelving workshop or a quarterly STAR workshop, make sure Melissa has a copy of your volunteer application! It is needed so we can keep track of your volunteer hours. Those under 18 years old will need to have a parent sign the application before it can be accepted.


  
**HUNTINGTON BEACH PUBLIC LIBRARY**  
 www.hbpl.org  
 7111 Talbert Avenue, Huntington Beach, California 92648

**Volunteer Application (Adult)**

Name \_\_\_\_\_ Date \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_

Zip Code \_\_\_\_\_ Email Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

How did you hear about the volunteer opportunities at the library? Walk-in \_\_\_\_\_  
 VolunteerMatch \_\_\_\_\_ Library Website \_\_\_\_\_ City Website or Sands \_\_\_\_\_  
 Other \_\_\_\_\_

Number of hours you would like to volunteer per week: \_\_\_\_\_

Days and times of availability: Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_  
 Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_ Sat. \_\_\_\_\_

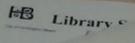
Select preferred library location: Central Library \_\_\_\_\_ Main Street Branch \_\_\_\_\_  
 Banning Branch \_\_\_\_\_ Helen Murphy Branch \_\_\_\_\_ Oak View Branch \_\_\_\_\_

**Volunteer work preference:**  
 Please refer to the volunteer opportunities brochure for job descriptions. (Mark indicating 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices)

<input type="checkbox"/> Children's	<input type="checkbox"/> S.T.A.R. (Story Telling and Reading)
<input type="checkbox"/> Circulation	<input type="checkbox"/> Homework Club
<input type="checkbox"/> Computer Coach	<input type="checkbox"/> Literacy (Central)
<input type="checkbox"/> Family Literacy (Oak View)	<input type="checkbox"/> Media Services Assistant
<input type="checkbox"/> Friends Gift Shop	<input type="checkbox"/> Support Groups / Boards
<input type="checkbox"/> Library Experience Concierge	<input type="checkbox"/> Used Book Sale

**VOLUNTEERS 18 YEARS AND OLDER WORKING WITH CHILDREN, IN ANY CHILDREN'S SECTION OR AT A BRANCH ARE REQUIRED TO SUBMIT FINGERPRINTS TO BE SCREENED THROUGH THE DEPARTMENT OF JUSTICE (DOJ). VOLUNTEERS ARE RESPONSIBLE FOR ANY FEES ASSOCIATED WITH THE SCREENING.** \_\_\_\_\_ Initials

Continue on back side


  
**Library Services Department**  
 City of Huntington Beach, Information and Cultural Services  
 Stephanie Reynolds, Director of Library Services  
**WORKING WITH CHILDREN**

In our mission to help the children in this community, we ask for your understanding and cooperation in following these guidelines.

**REQUEST FOR LIVE SCAN SERVICE**  
 Applicant (Submittal)

Type of Application: \_\_\_\_\_  
 Library: \_\_\_\_\_

DOB: \_\_\_\_\_  
 Marital Status: \_\_\_\_\_  
 Marital Date: \_\_\_\_\_  
 Social Security Number: \_\_\_\_\_  
 Driver's License Number: \_\_\_\_\_  
 State: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Sex:  Male  Female  
 Height: \_\_\_\_\_ Weight: \_\_\_\_\_  
 Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_  
 Race: \_\_\_\_\_

DOB: \_\_\_\_\_  
 Your Number: \_\_\_\_\_  
 If resubmission, list Original ATI No: \_\_\_\_\_  
 Employer: \_\_\_\_\_  
 Employer Name: \_\_\_\_\_ Street or P.O. Box: \_\_\_\_\_  
 Street No: \_\_\_\_\_ State: \_\_\_\_\_  
 City: \_\_\_\_\_  
 Live Scan Transaction Complete: \_\_\_\_\_  
 Transmitting Agency: \_\_\_\_\_

**Procedures for Background Checks**  
 Background checks must be completed and results received before an adult (18 years of age and older) can begin volunteering in the following programs:  
 S.T.A.R. Program  
 Homework Club Tutors  
 Volunteer Homework Club Tutor Coordinator  
 Children's Library & Oak View Shelving Volunteers  
 Saturday Science (Oak View)  
 Branch Substitutes

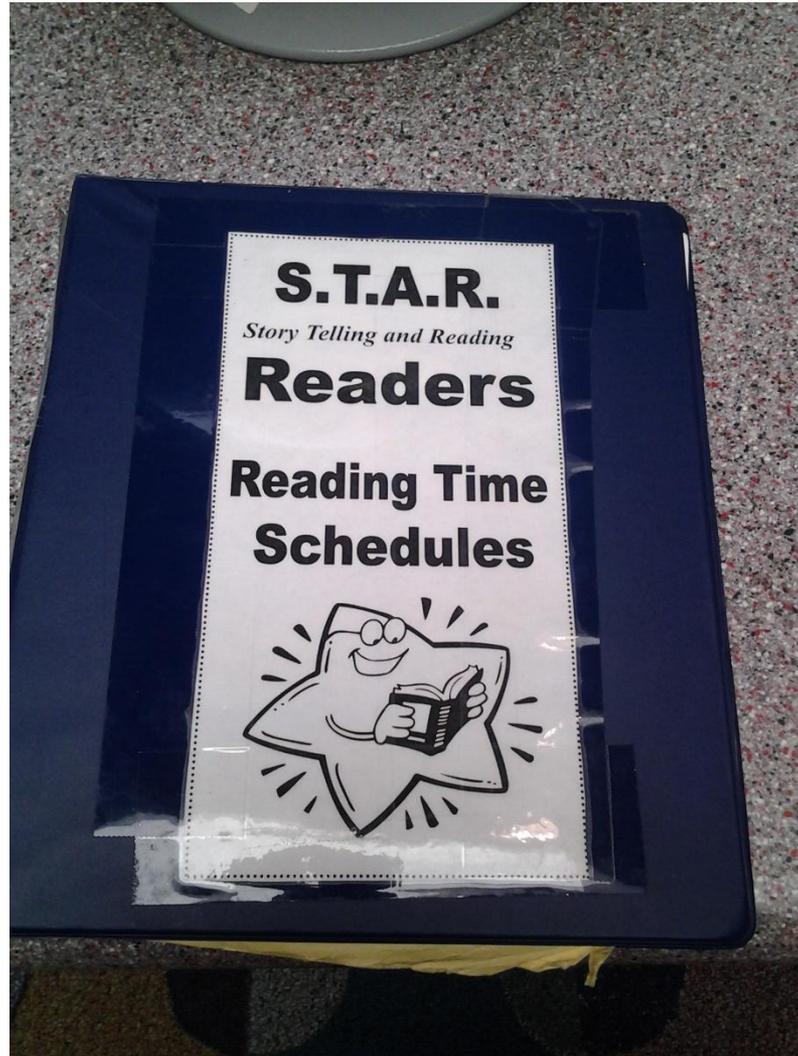
Volunteers are responsible for the "rolling" cost and Department of Justice fees. The roll is the fee each agency charges (see attached list)

- Individual picks up packet from the Volunteer Services Coordinator and must bring \$22 check made payable to the City of Huntington Beach to cover the program of Justice fees. Fees may change, check for current cost to volunteer.
- Select an agency to have the screening conducted
- Complete the form where indicated
- Return the yellow copy of the Live Scan triplicate form to the Volunteer Services Coordinator within 2 days of the scan date.
- Screening process may take 2 weeks
- Results are sent to Human Resources. an email is sent to the Volunteer Services Coordinator

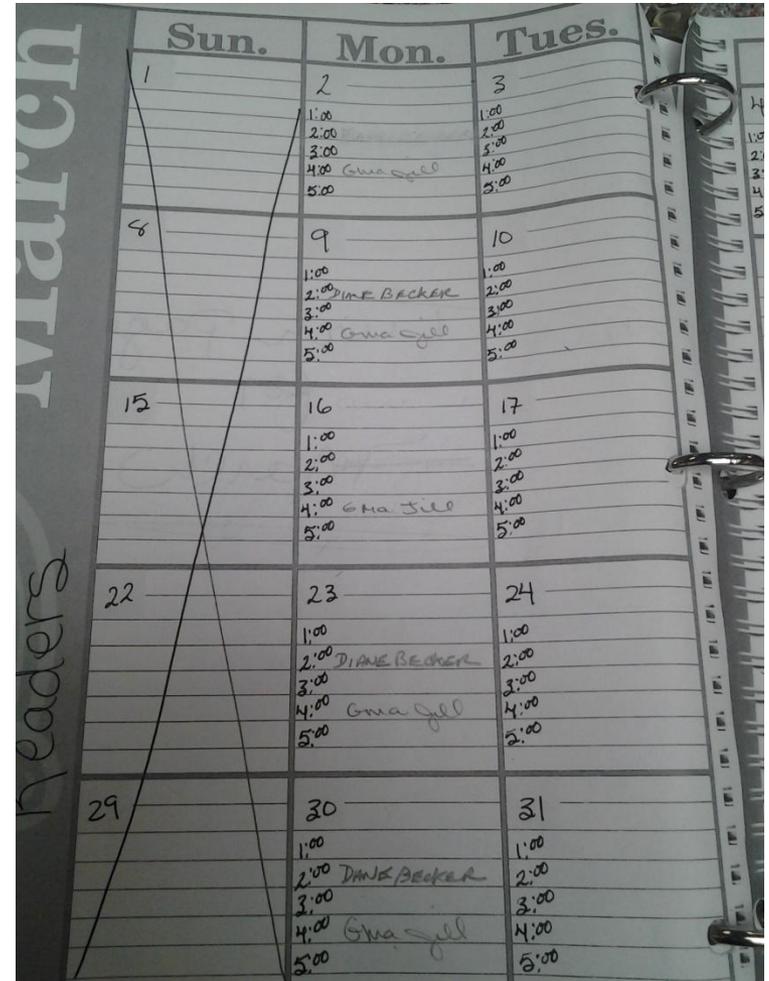
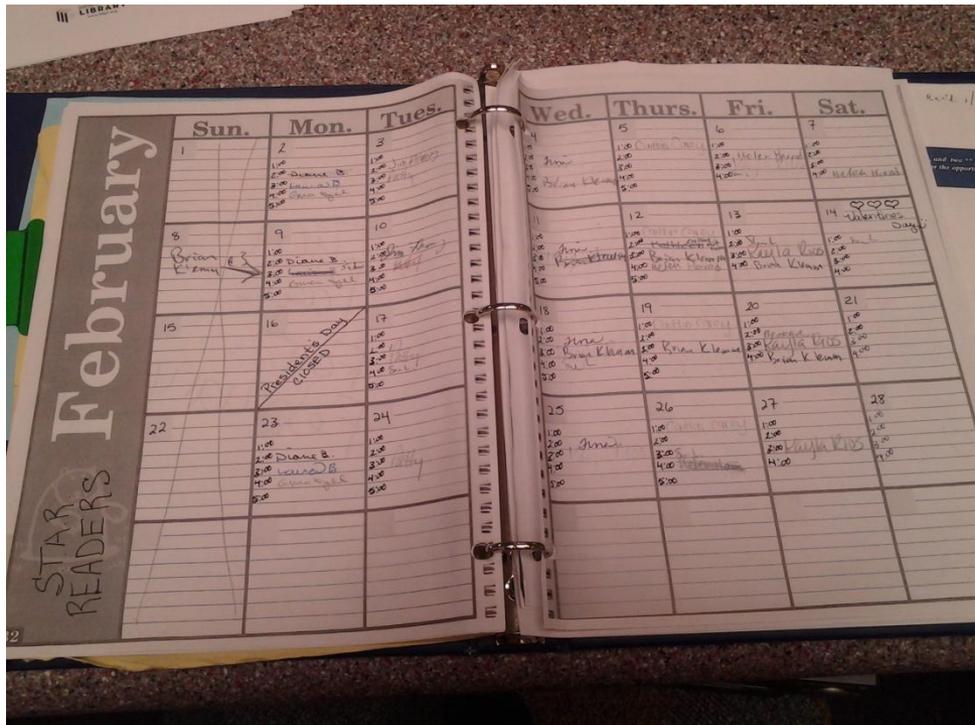
a. Clearance - The Volunteer Services Coordinator will notify the program supervisor and the individual can begin volunteering  
 b. If the individual does not meet City's requirements, Human Resources will assign the individual. The Volunteer Services Coordinator will call to inform the individual he/she did not meet the requirements and cannot be assigned to the volunteer project, a letter will follow. If the person would like details of the he/she will be responsible for contacting the DOJ.

BCH 6015 (Rev 04/01)

Once a volunteer has met the requirements, he or she can start signing up to read in our S.T.A.R. notebook kept by the Children's Desk. Don't see the notebook? Ask staff for it.



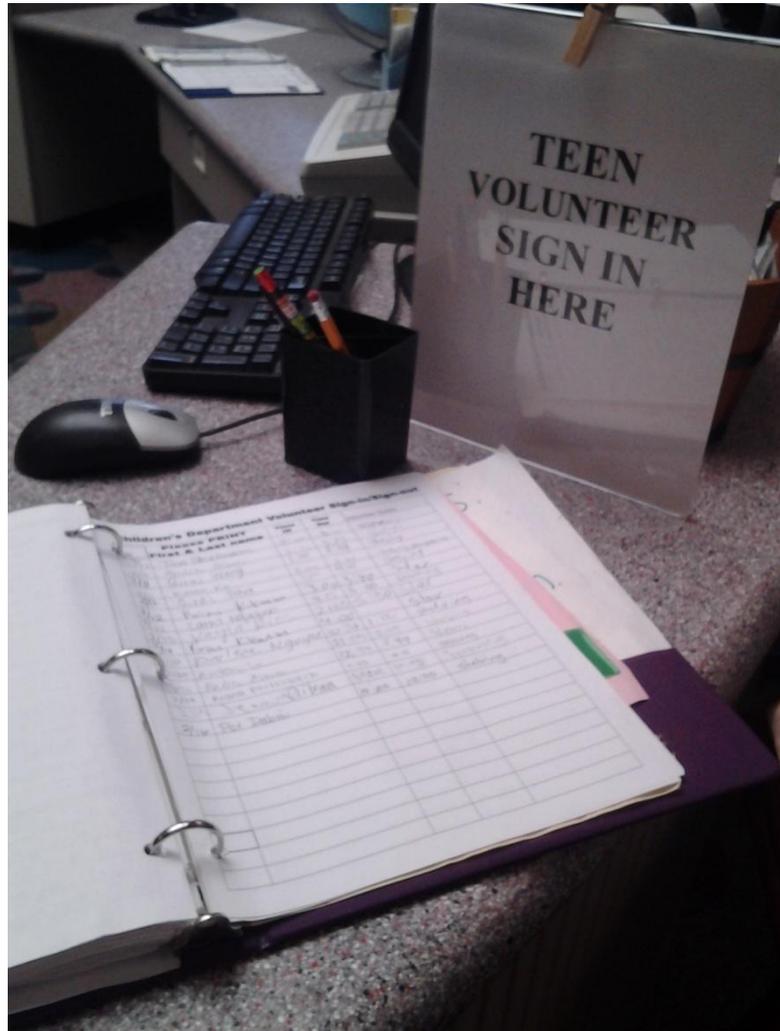
Look through the notebook and write down your name for all the days and times you would like to read. You can sign up for months in advance...but please call us at 714-375-5107 and leave a message if you cannot come on days you signed up for.



You've been cleared. You are coming in to read at your scheduled time. It's your first time. What do you do? Where do you get your materials?



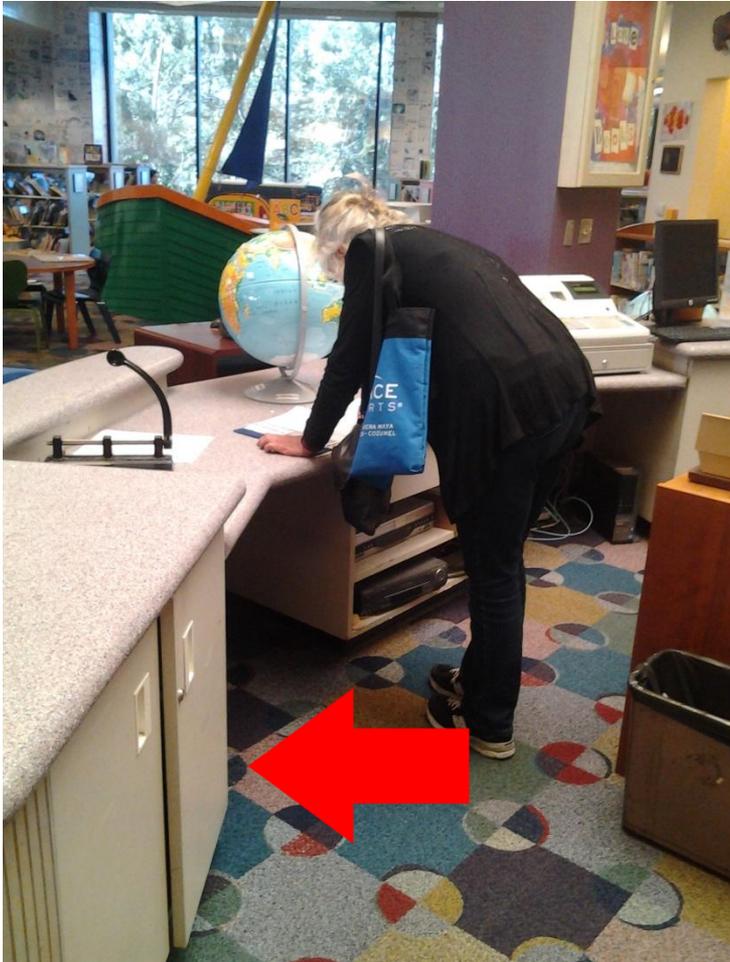
The first thing you do is to sign-in in the Teen Volunteer Notebook (even if you are not a teen). You will put your name, time, date and write STAR for duty. You will also sign out there when you are finished. Please write down the number of children who attended your storytime by your name. Be sure to PRINT your first and last name neatly.



Volunteer lanyards are kept by the sign-in notebook. By wearing a lanyard you are identifying yourself as a volunteer.



In the cabinet in the Children's Desk is the key to unlock the STAR reader book room! You will need this key so you can get your books to read. Can't find it? Need help? Ask children' staff to assist you.



The key with the library tag is the key you are looking for. It unlocks both the Read Aloud Book Room and the Puppet Room.



These are the two rooms with Read Aloud supplies. They are in the back of the Children's Department by the staff offices.



**Inside the STAR Read Aloud Book room you will find all sort of books, stickers and stamps.**



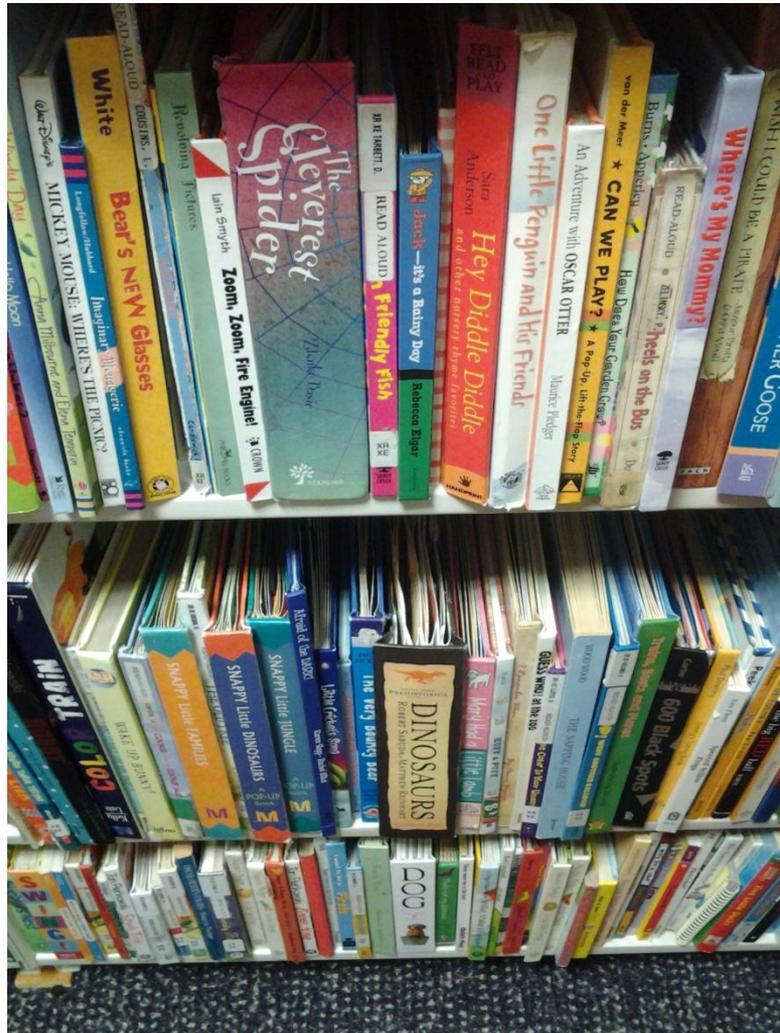
You will notice that the books on the top shelf on either side have holiday stickers on their spines. This is to make it easier for you to find holiday theme picture and pop-up books.



Many of the books are filed alphabetically by the author's last name.



There is also a section of novelty popup, lift the flap and touch and feel books.



There are even large size picture books you can use. These are great for large groups of children.



Want to use a flannel board to help tell stories? We have a small collection flannel boards with flannel pieces. You can use your own if you want. We also have story mitt packages which can be used for finger plays and nursery rhymes. We even have a flannel apron you could use with these pieces.



In the back of the room you will find stickers and stamps (which you can use to stamp a child's hand). These are fun rewards to give to children after you have finished reading.



Need storytelling ideas?

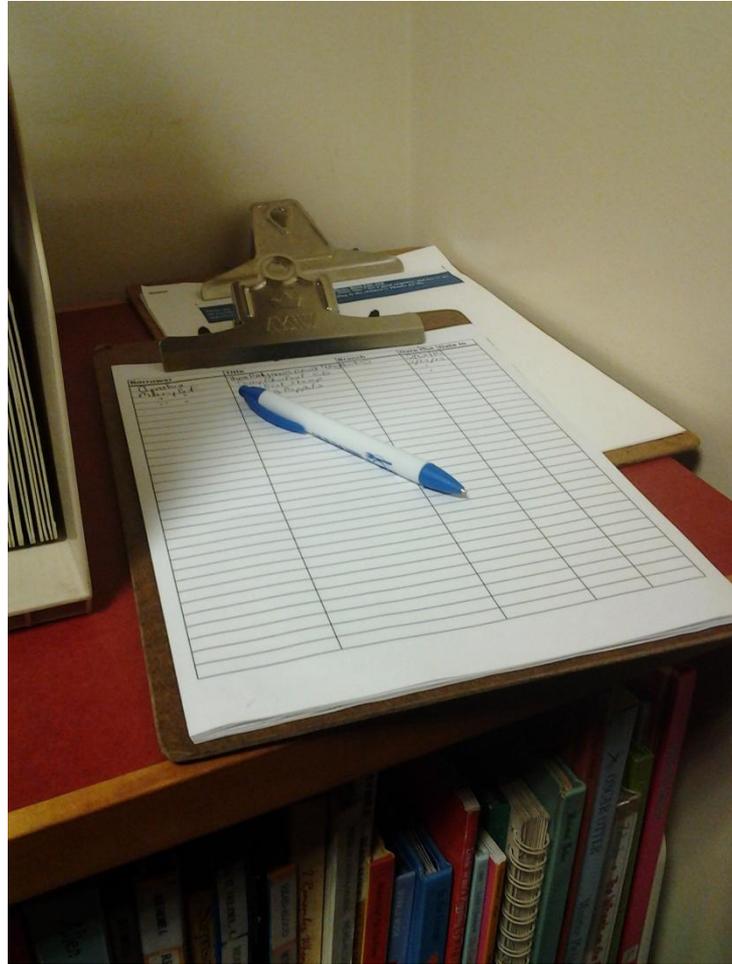
We have books to help inspire you and give you suggestions.



Once your shift over you may put your books on the cart inside the Read Aloud Book Room or if you wish, you can reshelf them. Do not leave your books outside where you were reading. Please put your books back in the Read Aloud Book Room.



**Reading at a branch library and want to use some of our books and supplies?  
Make sure to use our sign out sheet kept in the Read Aloud Book Room. Write down your name and the titles of the books/puppets you are using and today's date. When you bring back the materials you may cross off your name.**



# Children love puppets!



Many of our S.T.A.R. readers like to read with puppets. We have lots to choose from. You may even want to work with more than one puppet at a time.



There are also crazy hats and musical instruments you can use.



If you don't want to work with large puppets, we also have a selection of small finger puppets.



Many children who are shy can be enticed to listen to a story if you have a puppet. You may also team up with a friend and have a partner read with you.



# How many books should I take to read to the children?

We suggest that you pick at least six to eight different books at different levels. You may even want to read more!



## What type of books should I read?

Pick books you like. Choose some short books and a few longer books if you like. Children usually always like novelty type books.



## The most important thing is to have fun and to enjoy the books you are reading!

- When reading aloud, remember to smile and be entertaining. It's almost like an acting class.
- Children enjoy interacting with the storytellers.
- Remember that children enjoy action stories and hearing stories that they can participate in. Doing activities such as "Simon Says" and "Going on a Bear Hunt" helps to keep your audience attentive.

## But what do I do if children leave in the middle of my stories or won't pay attention?

- Small children have small attention spans. Do not get upset if a child/children have to leave during your storytime.
- If children aren't paying attention and start to fidget and fuss, it's ok to stop the story. Have the children stand up and wiggle their wiggles out. Then have them sit back down as quietly as they can and put their hands in their laps. Pick a different story to read or recite or sing a nursery rhyme. You can have the children join in.



# What if there are no children to read to? What do I do?

- Make sure the sign is up advertising the storytime.
- Have a librarian announce you.
- Walk around with a puppet or stickers and ask parents and children if they would like to hear a story.
- If that doesn't work....you may wish to choose a different time to read. Some days and times are busier than others.



# Still unsure of what a S.T.A.R. reader does?

- Come visit one of the S.T.A.R. read aloud storytimes.
- Watch a volunteer in action and see what that person does.
- Talk to our volunteers and get suggestions.



# Become a reading "STAR" in a child's life.

- Being a S.T.A.R. readers means that you are becoming a reading role model for the children.
- The love of reading can be contagious. Help us to spread that love by being one of our S.T.A.R. readers.



## The BENEFITS OF READING OUT LOUD TO YOUR CHILD.



Teaches them the **CONCEPTS OF PRINT** in books

Builds **WORD AND SOUND AWARENESS**

Extends your child's **VOCABULARY**

Builds **IMAGINATION AND ABSTRACT THINKING**