

# PENN SQUARE READOKC READING ROOM

## VOLUNTEER GUIDE

Volunteer role:

Assist children with finding books, read to and with them, hand out ReadOKC bookmarks, have everyone sign in on the poster provided, encourage all to log reading time, and most importantly  
**HAVE FUN!!**

Location: Penn Square Mall  
Second Floor, West side of the Mall

VOLUNTEER COORDINATOR:

**SARAH BRAMLETT:** 580-748-0534

SARAH-BRAMLETT@OUHSC.EDU

OTHER CONTACTS:

**ALISON TAYLOR:** 405-990-8363

ACETAYLOR65@GMAIL.COM

**MARY MÉLON:** 405-795-3761

MARY@OKCKIDS.COM

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DETAILS: The reading room will be open from  
June 3rd - July 16th

Each day has two shifts (2 volunteers per shift):

Friday: 10 AM - 2 PM & 2 -6 PM

Saturday: 10 AM - 2 PM & 2 -6 PM

Sunday: Noon -3 PM & 3 - 6 PM

Sign up to volunteer via the attached Googledoc or by  
emailing Sarah at [sarah-bramlett@ouhsc.edu](mailto:sarah-bramlett@ouhsc.edu)

The reading room will be staffed by two adults that have  
had background checks. Background checks will be  
provided by OKCPS. Please use this link to submit:

[www.okcpsvolunteers.org](http://www.okcpsvolunteers.org)

Select The Foundation for OKCPS as the partner you are  
volunteering with.

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Books are provided by Scholastic and Metropolitan Library. If someone wants to “check out” a book and return it, that is okay. We don’t have a process for actually tracking the books so we are using the honor system.

The reading room will be a volunteer opportunity for high school youth, but two adults are required to be there every shift as well.  
(Girl Scouts, Key Club, etc)

Signage will be displayed that the reading room is not a drop off for children. So far that has not been a problem and families are enjoying the reading room.

The reading room will be locked and unlocked by Penn Square security.