

Project Literacy Read -A- Thon Kit

Project Literacy of Bergen County

355 Main Street

Hackensack, N.J. 07601

201-489-7066

read@project-literacy.org

www.project-literacy.org

Thank you for your interest in organizing a read-a-thon to
benefit Project Literacy.

Project Literacy is a non profit organization whose mission is to attack the overwhelming problem of adult illiteracy on every front. Project Literacy recruits and trains volunteers from the community and then assigns them to work one-to-one with an adult who cannot read, write, or speak English. Tutoring is done at completely no cost to the student.

Please review the attached documents, complete and return the application form. If you have any questions, please call 201-489-7066.

Read-A-Thon Group Instructions

- 1. The school or agency decides on the duration of the Read-a-Thon (2 to 4 weeks) and schedules a kick off date.**
- 2. Project Literacy sends a Read-A-Thon kit with customized master forms to your school/agency.**
- 3. Your school /agency mails a letter to the parent requesting permission for their child to participate in the Read-A-Thon.**
- 4. The school or agency performs a kick-off assembly; the assembly discusses what Project Literacy is, the problems illiteracy can cause in adulthood, and how the Read-A-Thon will work.**
- 5. The students begin to read and to collect pledges (per minute of reading or per book, depending on the age of the student and the school's or agency's preference.)**
- 6. Students read upon the duration of the Read-a-Thon decided upon by the school/agency.**
- 7. At the end of the reading period, students collect their pledges and return their kits and their money to their teacher/leader. Project Literacy will accept cash and checks. Checks can be made out to the school directly which will then make a lump payment to Project Literacy of Bergen County.**
- 8. Upon receipt of the checks from you school/agency, Project Literacy will issue official tax receipt letters if requested and award certificates to your school/agency.**
- 9. A press release will be distributed before or after the Read-A-Thon on the school/agency's participation. Project Literacy has the right to review all printed material prepared or released by the school/agency in connection with the Read-A-Thon.**

Read –a-Thon Reader’s Kit

Here’s what to do:

Between _____ and _____, find sponsor who will pledge a certain amount of money for every minute or book that you read. Add the sponsor’s name and pledge to the pledge sheet.

- Read the instructions carefully.
- All reading counts, whether you are reading by yourself, reading to someone else, or having someone read to you.
- Read as much as you can.
- Small pledges are appreciated as much as large. Sponsors can indicate a maximum pledge.

*******Do NOT GO DOOR-TO-DOOR OR ASK A STRANGER FOR A
PLEDGE*******

After _____, total your minutes and collect your pledges. Place the Pledge Sheet and donations in a labeled envelope, and hand it to _____ on _____.

READ-A-THON RULES

The Read-a-Thon begins on _____.
(Date & Time)

Every minute you read counts. You will be reading for Project Literacy, a not for profit organization that promotes literacy among all adults, especially those that are underprivileged. Project Literacy provides one to one tutoring in reading and writing at no cost to adult students. You may use the attached reading record to keep track of your sponsors and how much they will donate.

Reading that counts:

1. Reading before and after school and during recess.
2. Free time reading in the classroom counts.
3. Other people reading aloud to you counts.
4. Reading aloud to other people counts. If you read to your friend or your brother or sister, it counts for both of you!
5. Reading aloud to the cat, the dog, or the fish counts.
6. Reading in a tree, on the bus, in the car, on an airplane, in a hotel and under the bed covers with a flashlight counts.
7. Assigned reading for homework and book report reading counts.
8. Reading comic books, newspapers, or magazines counts.
9. Reading in another language counts.

Reading that doesn't count:

1. Reading before the official beginning of the Read-A-Thon doesn't count.
2. Reading after the official ending of the Read-A-Thon doesn't count.
3. Assigned reading during class time does not count.
4. Reading the same book more than once does not count.
5. Reading that you think you will do in the future if you have extra time does not count.

Important Tips:

1. Use the clock, a timer or a stopwatch to keep track of your reading time. No guessing or rounding off minutes.
2. Keep your reading record handy at all times.
3. Do not go door to door to collect pledges and do not ask a stranger. Your parents, your grandparents, your aunt, uncles, cousins, babysitter, doctor, dentist, family friends, are all good choices.

The last day to read for the Read-A-Thon is _____.

Make sure you bring your reading chart and the pledged donations to your school or agency on _____.

Please complete, sign and return to **Project Literacy**

355 Main Street, Hackensack, NJ 07601

Read-a-Thon School/Agency Application Form

Name of School or Agency: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone number: _____ Fax number: _____

Grade or age levels: _____ to _____ Total number of students: _____

Grades or age levels participating in the Read-a-Thon: _____

Number of students participating in the Read-A-Thon: _____

Do you have a library? Yes No What is the number of books in your library? _____

Do you have a literacy or reading program? _____

Read-A-Thon Coordinator: _____

Phone number: _____ Best time to call: _____

Email address: _____

My school or agency will organize a Project Literacy Read-A-Thon for children for _____ weeks during the month of _____ according to the guidelines

published by Project Literacy.

Principal/Director's Name: _____ Date: _____

Signature _____

Sample Letter to Parents

The _____ announces a 2009 Read-A-Thon during the weeks of _____ . Proceeds from the Read-A-Thon will benefit Project Literacy of Bergen County, a non profit organization that has been promoting adult literacy since 1987 with special emphasis on providing help to the underprivileged in our community who can not read or write.

By sponsoring the Read-A-Thon, the _____ will be promoting a love of independent reading in each student as well as the pleasure of reading to someone or the joy of being read to.

If you would like your child to participate in the Project Literacy Read-A-Thon, please sign and return the attached permission

slip to your school teacher by _____. Your signature gives your child permission to collect pledges. On _____

all students will receive a pledge sheet, instructions, and a reading log.

Please help your child to monitor his collection of pledges and submit the amount collected (cash or checks made out to _____)

to your child's teacher with the pledge sheet.

Thank you for participating in the Project Literacy Read-A-Thon. If you have any questions contact your child's teacher or call _____

at _____.

Sincerely,

Principal/Agency Dir.

Read-A-Thon Chair

Please print

Return by _____

Permission Slip

Last Name _____ First
Name _____ Grade _____

has my permission to participate in the Project Literacy Read-A-Thon and collect pledges.

Parent's signature _____ Date: _____

Teacher's name _____ Room #: _____

Read-A-Thon Pledge Sheet

Reader's

Name _____ Grade: _____

Project Literacy is a non profit organization whose mission is to fight illiteracy with a special emphasis on teaching low-income adults to read and write. Project Literacy has been working since 1987 to promote adult literacy in Bergen County.

- 1. Sponsors complete the first 3 columns. Sponsors may indicate a maximum pledge. Donations are tax deductible.**
- 2. After completing the Read-A-Thon, readers calculate and indicate the total due for each sponsor.**
- 3. Readers collect the money and indicate date of collection in the last column. Checks should be made payable to _____ . Indicate "Read-A-Thon" in the memo line. Checks serve as receipts.**
- 4. Return the pledge sheet and donations to the classroom on _____ .**

Donor's Name	Phone number/Address	Amount of Donation per minute, per book or flat amount	Total due	Date Collected
Example: Grandma	62 Reading Lane—060-1234 Book, N.J.	\$0.05/minute	\$15	5/09

	Total minutes or books	_____		

(In this case, the child read 300 minutes, or 20 minutes

per day for 2 weeks.)

Total

\$ _____

Read- A-Thon Reading Log

Suggestions: Write every time you read! If you have a pledge for book, write it down on the day you finish it.

SUN	MON	TUES	WED	THURS	FRI	SAT
Reading Time	Reading Time	Reading Time	Reading Time	Reading Time	Reading Time	Reading Time
____ Min.	____ Min.	____ Min.	____ Min.	____ Min.	____ Min.	____ Min.
____ Min.	____ Min.	____ Min.	____ Min.	____ Min.	____ Min.	____ Min.
____ Min.	____ Min.	____ Min.	____ Min.	____ Min.	____ Min.	____ Min.
____ Min.	____ Min.	____ Min.	____ Min.	____ Min.	____ Min.	____ Min.
Or	Or	Or	Or	Or	Or	Or
____ Books	____ Books	____ Books	____ Books	____ Books	____ Books	____ Books

SUN	MON	TUES	WED	THURS	FRI	SAT
Reading Time	Reading Time	Reading Time	Reading Time	Reading Time	Reading Time	Reading Time
____ Min.	____ Min.	____ Min.	____ Min.	____ Min.	____ Min.	____ Min.
____ Min.	____ Min.	____ Min.	____ Min.	____ Min.	____ Min.	____ Min.
____ Min.	____ Min.	____ Min.	____ Min.	____ Min.	____ Min.	____ Min.
____ Min.	____ Min.	____ Min.	____ Min.	____ Min.	____ Min.	____ Min.
Or	Or	Or	Or	Or	Or	Or
____ Books	____ Books	____ Books	____ Books	____ Books	____ Books	____ Books

Total Minutes: _____ or Total Books: _____

Reader's Name: _____ Grade: _____

School/Agency: _____

I certify that I have kept an accurate reading log and that all above information is correct.

_____ Reader's Signature Date _____

_____ Parent or Guardian's Signature