

## Spartan READVENTURE 2009 TEACHER GUIDELINES

- GOALS:** Encourage students to read for a variety of reasons, including recreation and information.
- DATES:** October 19 – 25, 2009
- TIMES:** Reading may be done any time or anywhere – in the classroom, library, or at home during Spartan READVENTURE week. To participate, students in grades 3-8 pledge to read for at least **six** hours that week. Students in grades K-2 should read or be read to for at least **three** hours during Spartan READVENTURE week. Teachers initial students' pledge cards when reading is done in the classroom.

### SCHEDULE OF EVENTS

<u>WHO?</u>	<u>WHAT?</u>	<u>WHEN? DUE DATE</u>
1. Teachers	Distribute Parent Letter/Permission Forms to students explaining purpose and procedures	Thurs. Oct. 1, 2009
2. Parents & Students	Review letter and return signed Permission Forms to the teacher	Thurs. Oct 8, 2009
3. Teachers	Print clearly (or have students print) all required information on pledge cards and distribute to students. Track envelopes by noting the number distributed to each student. <b>ALL STUDENTS MUST RETURN ALL ENVELOPES</b> , regardless of amount collected.	Friday Oct. 9, 2009
4. Students	<b>SOLICIT PLEDGES</b>	Oct. 9 – Oct. 18, 2009
5. ALL Participants	<b>READ! READ! READ!</b> Support READVENTURE activities at schools and homes. Record time spent reading on pledge cards.	Spartan READVENTURE week: Oct. 19 – 25, 2009
6. Teachers/Parents	Keep track of minutes read	Oct. 19 – 25, 2009
7. Students	Continue collecting pledges and turn in money to teachers. <b>TO BE ELIGIBLE FOR PRIZES, TURN IN MONEY BY TUES. NOV. 3, 2009.</b>	Oct. 26 – Nov. 2, 2009 <b>MONEY DUE 11/3/09</b>
8. Teachers	Calculate time spent reading, determine student prize category, compile class record of money and class list totals, check pledge cards for accuracy.	Tues. Nov. 3, 2009
9. Teachers	Submit all pledge cards and money. Count money and record information to determine prize winners.	Tues. Nov. 3, 2009/ Thurs. Nov. 5, 2009
10. Students	Deadline to turn in Click orders	Thurs. Nov. 12, 2009
11. Teachers	Deadline to turn in student Click orders	Fri. Nov. 13, 2009
12. Teachers	Top Prize distribution – Pick up student prizes	TBA
13. ALL	Award assembly? <span style="margin-left: 100px;">TENTATIVE</span>	Wed. Nov. 25, 2009