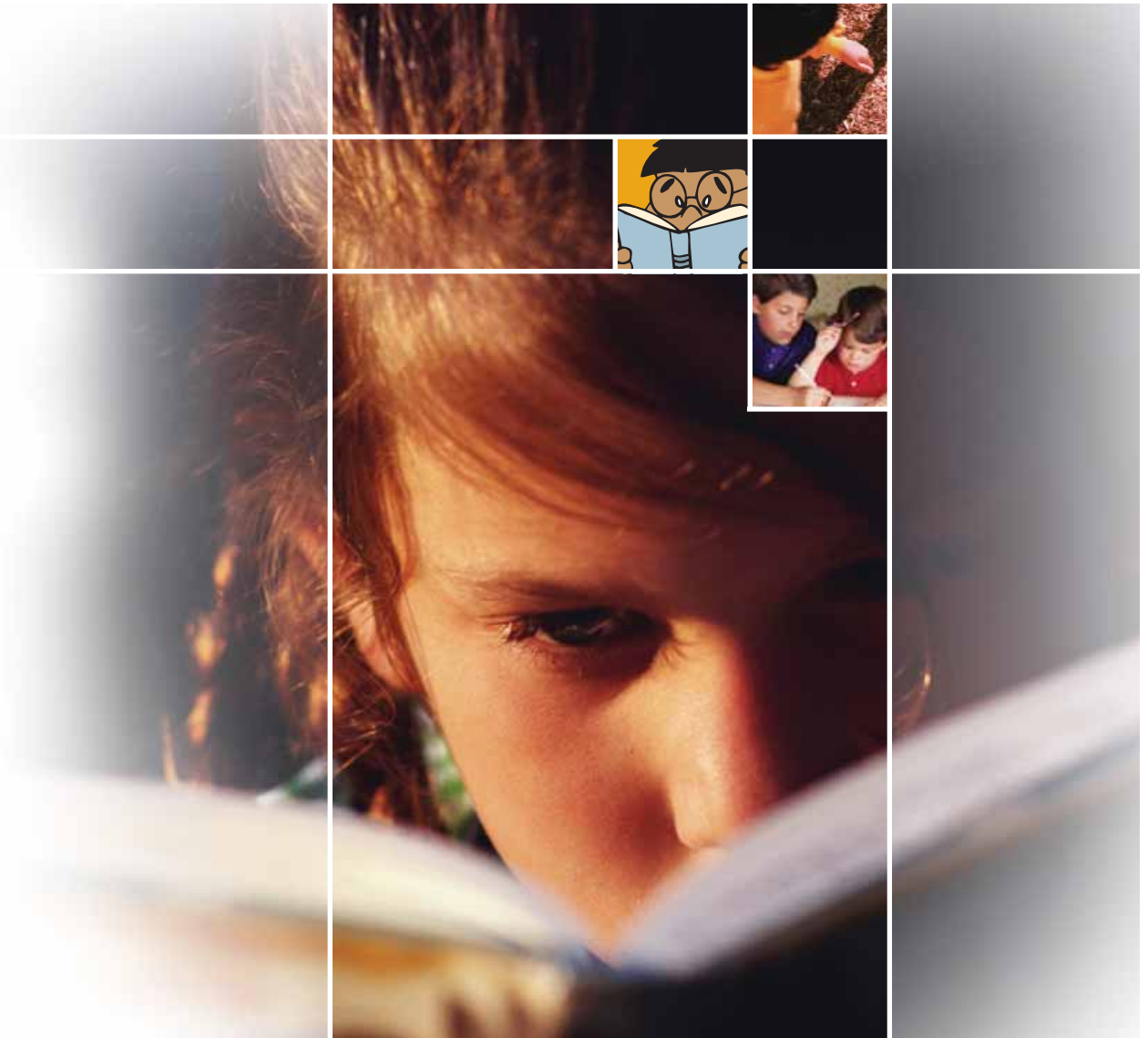


**Kiwanis**

# READ-A-THON

Helping elementary schools improve and promote literacy

**Tool Kit**



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# Welcome



Welcome to the Tool Kit where you'll find everything you need to launch and implement Read-a-thon in your school. Print off a copy of the *School Guide* and *Tool Kit* for school use only. Download forms, letters and sample letters from the Teacher's Centre so you can customize them for your school.

## Summary of the Tool Kit content:

### Launch Read-a-thon

- **Step-by-Step** guides you through the seven steps towards launching your school's Read-a-thon.
- Print off the **Implementation Checklist** for details on what you need to do and when—download, customize and print
- Recruit school volunteers using the **Read-a-thon Teacher Sign Up Sheet**—download, customize and print
- **Optional Fundraising Information**
  - **Pledge Forms**—download, customize and print
  - **Tally Sheets**—download, customize and print
- **Local Sponsorship**—Seek local Sponsorship for prizes and incentives.
- **Sponsorship request letter**— download, customize and print.
- **Media** Put your school Read-a-thon in the limelight—sample media releases and media lists— download, customize and print
- **School Evaluation Form** Share your successes—make Read-a-thon even better. Download, print and fax in school evaluation form or even easier fill out the on-line form



## Backpack Handouts

- **Student Reading Record** sheets—download, customize and print
- **Pledge Record** used for optional fundraising—download, customize and print
- **Sample Letters to Parents**—download, customize and print

**School-wide and Classroom Activities**—a complete list of ideas provided by teachers for teachers

- **Morning Announcements**—download, customize and print
- **Bookplates**—download and print
- **Certificates**—download and print
- **My Favourite Books**—download, customize and print
- **Read-a-thon Guest Authors, Illustrators and Presenters**—information on how to organize an author visit to your school

## Links



# Launching in your school

## Step-by-Step

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Teachers are busy people! The Kiwanis Club of Ottawa understands time pressures on a teacher's day so we'll take you through Read-a-thon, Step-by-Step.

1. Designate a teacher(s) to lead Read-a-thon implementation. This person will also act as the contact person with the Kiwanis Read-a-thon organizers.
2. Browse the site making sure you check out classroom activities, school-wide activities and success stories—you'll find dozens of great ideas to excite your students.
3. Print off the materials you'll need—such as **Backpack Handouts**, sample **Morning Announcements**, sample **Articles** and **Pledge Forms** if you are making Read-a-thon a fundraiser in your school.
4. Brainstorm within your school to decide which activities you'd like to bring to life in your school.
5. Print off the **Implementation Checklist** and start your countdown to Read-a-thon!
6. Send **Backpack Handouts** home with students to let families know about Read-a-thon; contact your **Local Community Newspaper** to let them know your plans for Read-a-thon and line up volunteers to help out.
7. Once the reading is done and the books are tallied, take a few minutes to fill out the **School Evaluation form** to share your Read-a-thon success story.



# Implementation Checklist

The Kiwanis Read-a-thon is designed to be flexible to fit into your school calendar. We've created a **Spring and Fall Read-a-thon Checklist** to help you organize what you need to do and when you need to do it!

Schedule your three-week Spring Read-a-thon anytime between January and June. Print off **Spring Read-a-thon Checklist** and make it work for you!

*All (**bold italic**) documents are available to electronically download, customize or print—visit **Forms** in the **Teacher's Centre**.*

## Spring Read-a-thon Checklist

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1. January
2. February—March
3. April
4. One week before the launch of the Read-a-thon in your school
5. Throughout Read-a-thon
6. After Read-a-thon
7. For Read-a-thon Fundraisers

### January

- Register on-line for your school to participate in Read-a-thon.
- Your registration gives you access to everything you'll need to run your school's Read-a-thon.
- Print out all necessary material—it can all be found in **Forms** section of the **Teacher Centre**.

### February—March

- Schedule an in-school Read-a-thon orientation session. Invite teachers, library staff and parent volunteers.
- Determine your Read-a-thon implementation team.

- Decide how you'd like your school/classes/divisions to keep track of reading (e.g. by number of minutes, books, pages, chapters, etc.). This makes it easier to create school-wide totals once the program is over.
- Order additional Read-a-thon **Promotional Materials** for your school (posters, bookmarks and participation certificates).
- Contact your local public library to let them know about your participation in Read-a-thon. Libraries have much to offer—school visits, authors, story telling, etc. Suggest working together on special events.
- Submit the article to your local community newspaper. Check out publication deadlines for your **Local Community Newspaper**. Let them know your school will be submitting an article about your participation in Read-a-thon. For sample articles that you download and customize, visit the **Forms, Letters, and Samples** section of the Teacher's Centre on **www.kiwanisreadathon.org**. (note to web designer to add new link)
- Seek donations and prizes from local sponsors

## April

- Ask parent volunteers to assist in the classroom with Read-a-thon activities.
- E-mail key contact list(s) (e.g. School Council Members) to publicize the Read-a-thon and seek support, help and prizes.
- Brainstorm with teachers and parents about celebrity readers, authors, and/or illustrators to visit your school. Make the contact and issue invitations.
- Organize and photocopy the **Backpack Handouts** for distribution.
- Include an article in your school newsletter about Read-a-thon, giving families a "heads-up" about the Backpack Handouts that will be sent home. For sample articles that you download and customize, visit the **Forms, Letters, and Samples** section of the Teacher's Centre on **www.kiwanisreadathon.org**.
- Post Read-a-thon information on your school website.
- Approach local merchants and/or businesses for prizes to reward students. If appropriate, include this appeal in your school newsletter or community newspaper article.
- Get students working on Read-a-thon artwork to decorate classrooms and hallways.





### **One week before the launch of the Read-a-thon in your school:**

- Schedule class time to explain the Backpack Handouts to students.
- Highlight Read-a-thon activities that students will participate in. Talk about the program with students earlier if you like. Send materials home a few days before the launch to ensure they don't get "lost."
- Send Backpack Handouts home.
- Consider scheduling a school-wide kick-off assembly. Invite Kiwanis Champions, community sponsors, school board officials or others to participate in the assembly, if appropriate. Ask students to participate.

### **Throughout Read-a-thon**

- Include motivational messages in *Morning Announcements* to promote participation and special events.
- Encourage students to participate in morning announcements to initiate "Reading Moments," reading challenges or reports on activities undertaken by classes. See *School-wide and Classroom Activities* for inspiration.
- Initiate classroom fun with reading and writing as the focus. See *School-wide and Classroom Activities* for ideas.

### **After Read-a-thon**

- Set deadline for Reading Records to be completed and handed in. Stick to the deadline!
- Prepare class and school-wide reading totals.
- Announce school totals; recognize special efforts.
- Fill in the Read-a-thon *School Evaluation* form and submit to the Kiwanis Club of Ottawa by June 15.

### **For Read-a-thon Fundraisers**

- Include a *Pledge Sheet* and *Fundraising Letter* in the Backpack Handouts
- Set a deadline for bringing in pledge money
- Ask parent volunteers to count and roll money for deposit; use *Pledge Tally Sheets* to keep track of cash.
- Announce school totals and prizes (if available) at a school-wide celebration after all the pledges are in.

# Fall Read-a-thon Checklist

---

Schedule your three-week Fall Read-a-thon anytime between September and December. Print off *Fall Read-a-thon Checklist* and make it work for you!

*All bold italic documents are available to electronically to download, customize or print—visit **Forms in the Teacher’s Centre**.*

1. September
2. October
3. November
4. One week before the launch of the Read-a-thon in your school
5. Throughout Read-a-thon
6. After Read-a-thon
7. For Read-a-thon Fundraisers

## September

- Register on-line for your school to participate in Read-a-thon.
- Your registration gives you access to everything you’ll need to run your school’s Read-a-thon.
- Print out all necessary material found in the *Forms, Letters and Samples* section of the *Teacher’s Centre*.

## October

- Schedule an in-school Read-a-thon orientation session. Invite teachers, library staff and parent volunteers.
- Determine your Read-a-thon implementation team.
- Decide how you’d like your school/classes/divisions to keep track of reading (e.g. by number of books, number of pages, number of chapters, etc.). This makes it easier to create school-wide totals once the program is over.
- Order additional Read-a-thon *Promotional Materials* for your school (posters, bookmarks and participation certificates).
- Contact your local public library to let them know about your participation in Read-a-thon. Libraries have much to offer—school visits, authors, story telling, etc. Suggest working together on special events.



- Submit the article to your local community newspaper. Check out publication deadlines for your *Local Community Newspaper*. Let them know your school will be submitting an article about your participation in Read-a-thon. For sample articles that you download and customize, visit the *Forms, Letters, and Samples* section of the Teacher’s Centre on [www.kiwanisreadathon.org](http://www.kiwanisreadathon.org).
- Seek donations and prizes from local sponsors

## November

- Ask parent volunteers to assist in the classroom with Read-a-thon activities.
- E-mail key contact list(s) (e.g. School Council Members) to publicize the Read-a-thon and seek support, help and prizes.
- Brainstorm with teachers and parents about celebrity readers, authors, and/or illustrators to visit your school. Make the contact and issue invitations.
- Organize and photocopy the *Backpack Handouts* for distribution.
- Include an article in your school newsletter about Read-a-thon, giving families a “heads-up” about the Backpack Handouts that will be sent home. For sample articles that you download and customize, visit the *Forms, Letters, and Samples* section of the Teacher’s Centre on [www.kiwanisreadathon.org](http://www.kiwanisreadathon.org).
- Post Read-a-thon information on your school website.
- Approach local merchants and/or businesses for prizes to reward students. If appropriate, include this appeal in your school newsletter or community newspaper article.
- Get students working on Read-a-thon artwork to decorate classrooms and hallways.

## One week before the launch of the Read-a-thon in your school

- Schedule class time to explain the *Backpack Handouts* to students.
- Highlight Read-a-thon activities that students will participate in. Talk about the program with students earlier if you like. Send materials home a few days before the launch to ensure they don’t get “lost.”
- Send *Backpack Handouts* home.
- Consider scheduling a school-wide kick-off assembly. Invite local sponsors, volunteers or Kiwanis Champions to participate in the assembly, if appropriate. Ask students to participate.

### **Throughout Read-a-thon**

- Include motivational messages in *Morning Announcements* to promote participation and special events.
- Encourage students to participate in morning announcements to initiate “Reading Moments,” reading challenges or reports on activities undertaken by classes. See *School-wide and Classroom Activities* for inspiration.
- Initiate classroom fun with reading and writing as the focus. See *School-wide and Classroom Activities* for ideas.

### **After Read-a-thon**

- Set deadline for Reading Records to be completed and handed in. Stick to the deadline!
- Prepare class and school-wide reading totals.
- Announce school totals; recognize special efforts.
- Fill in the *School Evaluation* form and submit to the Kiwanis Club of Ottawa by December 30.

### **For Read-a-thon Fundraisers**

- Include a pledge sheet form in the *Backpack Handouts*
- Set a deadline for bringing in pledge money
- Ask parent volunteers to count and roll money for deposit; use *Pledge Tally Sheets* to keep track of cash.



# Read-a-thon

## Teacher Responsibility Sign Up Sheet

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To download, customize and print your own sign up sheet visit *Forms* in the *Teacher's Centre*.

*(To be filled in at the first read-a-thon staff meeting)*

Date of Read-a-thon: \_\_\_\_\_

1. Fill in the name of the teacher responsible for collecting the daily count from each class and send #s to person responsible for whole school daily count:

Primary (K-3) \_\_\_\_\_

English Junior (grade 4-6) \_\_\_\_\_

French Junior (grade 4-6) \_\_\_\_\_

Gr. 7 \_\_\_\_\_

Gr. 8 \_\_\_\_\_

Other \_\_\_\_\_

2. Gather the whole-school daily count (from people above)—and change the daily count on the bulletin board in the main hall:

Name: \_\_\_\_\_

3. Write daily announcements (*samples found in [www.kiwanisreadathon.org](http://www.kiwanisreadathon.org) Teacher's Centre*):

Name: \_\_\_\_\_

4. Put up posters around school—and to distribute official certificates and bookmarks to each class:

Name: \_\_\_\_\_

5. Put up a bulletin board in the main hall:

Name: \_\_\_\_\_

6. Prepare motivational introduction at assemblies. (Invite local Kiwanis representatives and sponsors.)

**Juniors:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

**Intermediates:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

7. Invite local Kiwanis representative and local sponsors:

Name: \_\_\_\_\_

8. Write newsletter blurbs:

Name: \_\_\_\_\_

9. Purchase paper and envelopes for backpack handouts:

Name: \_\_\_\_\_

10. Write intro letter to parents: (*Samples found in [www.kiwanisreadathon.org](http://www.kiwanisreadathon.org) Teacher's Centre*):

Name: \_\_\_\_\_



11. Download, customize and photocopy Letter to Parents, Pledges Sheets and Reading Record Sheets

Approximate # of copies: \_\_\_\_\_

To be done by (date): \_\_\_\_\_

Name: \_\_\_\_\_

12. Collate and count packages for each class

To be done by (date): \_\_\_\_\_

Name: \_\_\_\_\_

13. Photograph, print and post pictures on bulletin board in main hall:

Name: \_\_\_\_\_

14. Come up with motivators for students and to create sign-up sheet for teachers:

Name: \_\_\_\_\_

15. Plan and conduct whole school assembly outside:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

16. Count money (If Read-a-thon is used as a fundraiser and we do not have enough parent volunteers.):

Names: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

17. Prizes as incentives for each class:

Name: \_\_\_\_\_

18. Prizes and incentives for teachers:

Name: \_\_\_\_\_

19. Pajamas/Buddy day? If yes, date: \_\_\_\_\_

20. Bookmark gifts for reading buddies? \_\_\_\_\_

21. Read-aloud events with a celebrity? \_\_\_\_\_

22. How will each class track progress visually? (Thermometer, reading railroad, dragon scales, etc. Decide by division!)

\_\_\_\_\_

23. Other ideas:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

24. Other Notes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Optional Fundraising Information

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The Read-a-thon can also be used as a fundraiser for your school.

Students are given pledge sheets and encouraged to ask family and friends for pledges for the books they read during Read-a-thon.

Experience in schools where this kind of program has already been introduced indicates that parents are happier supporting a fundraiser with an academic focus: improving their child's reading skills. 100% of the funds raised is used at the schools' discretion.

Launching the Read-a-thon as a fundraiser can help your school raise much needed resources for library books and reading resources, and other school priorities.

We provide you with Pledge Forms and Pledge Tally Sheets, to make it easy for you to track proceeds raised through Read-a-thon, in the Backpack Handout section of this Tool Kit.

## Share the wealth

Many schools may not be able to run the Read-a-thon as a fundraiser due to their specific circumstances. That is why the Kiwanis is asking those schools that do use the program as a fundraiser to consider making a donation to a "have not" school in your area.



# Local Sponsorship

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Many schools include prizes and incentives in their Read-a-thon, to motivate students to read more often and to add fun and excitement. Consider approaching local merchants and businesses for prizes to reward students and teachers. If appropriate, include this appeal in your school newsletter or community newspaper article. Remember to send thank you letters written by the students to all sponsors. Thank them publicly in your local newspaper and invite them to your school assemblies to give out the prizes.

Below is an example of a sponsorship request letter. To download, customize your own letters visit the Forms, Letters and Samples section of the Teacher's Centre.

*Print on school letterhead. This can also be used as a telephone script when calling potential sponsors.*

*date*

*business name*

*contact name*

*address*

Dear *name of manager or contact*,

Kiwanis Read-a-thon *year* Donation Request for *name of school*

The Kiwanis Read-a-thon is now the largest literacy initiative in Canada reaching over 80,000 students and their families in the elementary schools and Community Houses each year.

*Name of company* has a wonderful opportunity to be involved locally at *name of your school* by donating *request item wanted* to be used as prizes and incentives during our school Read-a-thon.

In exchange for your donation, we will thank *name of company* in our school newsletter and invite you attend our school assembly to present your donation to the winner. (*modify as necessary*)

Thank you for considering sponsoring *name of school* Read-a-thon. Please visit the Kiwanis Read-a-thon web site [www.kiwanisreadathon.org](http://www.kiwanisreadathon.org) for a complete overview of this unique literacy program.

Sincerely,

*Your name*

*and contact information*



# Media

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Your school's commitment to the Kiwanis Read-a-thon is good news for your school and for your community. Share this good news by contacting community newspapers and local media to letting them know how your school is celebrating reading—for fun and for learning! And don't forget to include an article in your school newsletter and/or web site.

For a complete listing of community newspapers in Canada visit: [http://ca.dir.yahoo.com/News\\_and\\_Media/Newspapers/By\\_Region/Countries/Canada/Complete\\_List/](http://ca.dir.yahoo.com/News_and_Media/Newspapers/By_Region/Countries/Canada/Complete_List/)

## Sample Articles

Use or adapt these sample articles to help you with your communications activities. Schools with large multicultural populations often have school resource officers translate and/or adapt these sample articles into other languages.

For sample articles that you download and customize, visit the *Forms, Letters, and Samples* section of the Teacher's Centre on [www.kiwanisreadathon.org](http://www.kiwanisreadathon.org).

- Pre-Read-a-thon
- Post Read-a-thon
- For Your School Web site

## Pre-Read-a-thon

Not Now Mom, I'm Reading!

Kiwanis Read-a-thon comes to (*insert school name*)

(*Insert month*) is Read-a-thon month at (*insert school name*). The Kiwanis Read-a-thon is an exciting literacy project developed by the Kiwanis Club of Ottawa. For three weeks in (*insert month*), teachers will put the spotlight on reading and writing in fun ways that will encourage students to read, read, read! Children will be given Reading Records to keep track of all the reading they are doing—and school-wide reading totals will be tracked by (*insert details of planned school activities—e.g. building a bookworm, pyramid of book titles*). By the time Read-a-thon is over, teachers are sure to see a big boost in reading skills and added enthusiasm around reading.

This year's read-a-thon theme is "Not Now Mom, I'm Reading!" this is the *(insert #)* year for the Kiwanis Read-a-thon, which was piloted in a small group of Ottawa elementary schools in 2003. The Kiwanis Read-a-thon provides schools with a wide array of materials full of great ideas and inspiration to encourage children to become better readers by reading more often, trying out new books—while having fun!

"We are delighted that the students of *(insert name of school)* are going to be participating in the Kiwanis Read-a-thon," said Kiwanis President, Sam Bhargava. "We're confident that *(insert name of school)* is more than up to the reading challenge!"

If special guests or authors are going to come to school, include the following line of copy:

This year *(insert name)*, author of *(insert book title)*, and *(insert name)*, author of *(insert book title)* will visit *(insert name of school)* to do readings and to talk about the writing process.

If Read-a-thon is being used as a fund-raiser, include the following copy:

And while Read-a-thon is mostly about reading, it's a fund-raiser too. Students will seek pledges from family and friends for each book they read. This year proceeds from Read-a-thon will go towards *(insert where proceeds will go, e.g. library improvement)*.

Can you help with the Read-a-thon? Or do you have books to donate to our school library? Please contact the school at *(insert phone number)*.

### **Post Read-a-thon**

Read-a-thon at *(insert name of school)*—An Incredible Success!

The Kiwanis Read-a-thon, held at *(insert name of school)* was an overwhelming success. The numbers tell the whole story:

- Over *(insert number)* books were read during the three weeks of Read-a-thon!
- *(insert number)* classes participated

If used as a fundraiser, include the following copy:

- *(insert amount of money)* was raised through the generous pledges of *(insert name of school)* family and community members!
- And *(mention events in your school that supported Read-a-thon)*



This is the *(insert #)* year for the Kiwanis Read-a-thon at *(insert name of school)* and teaching staff report it is was a valuable, motivating tool to encourage students to read. Thanks to all the teachers who brought Read-a-thon to life in the classroom, and to all the families and friends in our community who encouraged our kids to read.

Bravo to everyone who took part!

**For Your School Web Site**

Not Now Mom, I'm Reading!

*(insert name of school)* will be putting the spotlight on reading this month. We'll be participating in the Kiwanis Read-a-thon, an exciting literacy improvement program that will help teachers encourage students to read—for fun and learning.

Click here for details about what will be happening at *(insert name of school)* for Read-a-thon and if you'd like more information about Read-a-thon, visit their site at [www.kiwanisreadathon.org](http://www.kiwanisreadathon.org)



# Backpack Handouts

Getting the word out that your school is launching a Read-a-thon is key to building support and excitement in your school community.

You'll find everything you need right here. Download, customize, photocopy and send home in the backpacks. It couldn't be easier!

**TIP:** copy the letter to parents and the Student Reading Record back-to-back to save on paper.

**Letters to parents**—these are samples of letters that may be used to send home to introduce families to Read-a-thon.

**Student Reading Record**—the student log sheet to track the number of books students read during Read-a-thon.

**Student Pledge Sheet**—students will use this sheet to collect pledges, if your school decides to use Read-a-thon as a fundraiser.

**Pledge Tally**—this form can be used by school volunteers to count pledge money collected by students.

For forms and letters that you download and copy, visit the **Forms, Letters, and Samples** section of the Teacher's Centre on [www.kiwanisreadathon.org](http://www.kiwanisreadathon.org).



# Letters to Parents

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## Read-a-thon as a literacy project

Kiwanis Read-a-thon comes to *(insert name of school)*

*(Insert date here)*

Dear *(name of School)* Family,

*(Insert month)* is Kiwanis Read-a-thon month at *(insert name of school)*, an exciting new Kiwanis Club of Ottawa Literacy Project designed to help our students become better readers and have fun doing it!

The Read-a-thon happens in the classroom and at home. For *(insert timeframe...for example, "For the month of April,")* our school will be putting the spotlight on reading. Teachers will organize activities and special events around reading, incorporating even more reading and writing time into classroom work during this period.

Children will be asked to make reading a priority every day, and we're asking families to become cheerleaders and mentors at home to encourage reading.

Here's how Read-a-thon works:

- students keep track of the books they've read by filling in the titles on the Student Reading Record. You'll find this sheet attached to this letter;
- parents, teachers or caregivers initial the titles to verify that the reading has been done;
- once the reading part ends on *(insert date)* students bring their Student Reading Records to school.

You'll want to keep those Student Reading Records up to date! At the end of the program we'll be tabulating class and school-wide totals to help us keep track of reading progress and achievement.

During Read-a-thon, we are planning to *(insert any events planned)*.

Thanks for your ongoing support of our children and our school.

Sincerely,

*(Insert Principal's name here)*

P.S. If you can help with the Read-a-thon by reading to students, donating a prize, or if you have an idea for a special event, please call *(insert Contact name)* at *(insert phone number)*.

## Read-a-thon as a Fundraiser

Kiwanis Read-a-thon comes to *(insert name of school)*

*(Insert date)*

Dear *(insert school name)* Family,

*(Insert month)* is Kiwanis Read-a-thon month at *(insert name of school)*, an exciting new Kiwanis Club of Ottawa Literacy Project designed to help our students become better readers and have fun doing it!

The Read-a-thon happens in the classroom and at home. For *(insert dates)* our school will be putting the spotlight on reading. Teachers will organize activities and special events around literacy, incorporating even more reading and writing time into classroom work during this period.

Children will be asked to make reading a priority every day, and we're asking families to become cheerleaders and mentors at home to encourage reading.

We will also use this innovative literacy-building project as a fundraiser. Proceeds from Read-a-thon will be dedicated to *(insert information here. For example, buy more books for our library). We'd like to buy (insert kinds of books school would like to buy)* as well as the special extras we know kids love to see when it's their turn at the library.

Here's how Read-a-thon works:

- students secure pledges from family and friends;
- throughout the program, students keep track of the books they've read by filling in the titles on their Student Reading Record;
- parents, teachers or caregivers initial the titles to verify that the reading has been done;
- once the reading part ends on *(insert date)*, students collect pledge money from their supporters and bring it to school;
- the deadline for bringing money in to school is *(insert date)*.

Remember to keep those Student Reading Records up to date! At the end of the program we will want to tabulate class and school-wide totals to help us keep track of reading progress and achievement.





Thank you for your ongoing support of our students and our school.

Sincerely,

*(Insert Principal's name)*

P.S. If you can help with the Read-a-thon by reading to students, donating a prize, or counting pledge money, call *(insert contact name)* at *(insert phone number)*.

## Student Reading Record

---

Keep track of the books or minutes you've read by listing them on the ***Student Reading Record***. Reading materials should be at your grade level, in any language. Remember to include fiction, non-fiction, poetry, newspaper, comics, or other types of reading.

If you are a pre-reader, read-aloud books count too! Have your parents, teachers or caregivers initial beside each title so they count!

*Student Reading Records are available electronically to download, customize or print—visit **Forms, Letters and Sample** section of the **Teacher's Centre**.*

# Kiwanis Read-a-thon

## Student Reading Record

---

Keep track of your reading on the chart below.

Decide with your teacher what you will record—number of books read or number of minutes read or other measure. Keep track of the type of reading materials you read—fiction (made up), non-fiction (fact), poetry, newspapers, magazines, and other (web based books).

If you are a pre-reader, read-aloud books count too! Have your parents, teachers or caregivers initial beside each entry so they count!

If you run out of room, attach another sheet.

Book Title/Author	Fiction	Non-Fiction	Poetry	Newspaper	Magazines	Other	Minutes Read or Books Read	Parent/Teacher Initials
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								





# Pledge Tally Sheet

---

This form can be used by school volunteers to count pledge money collected by students.

*Pledge Tally Sheet is available electronically to download, customize or print— visit **Forms, Letters and Sample** section of the **Teacher's Centre**.*



# Kiwanis Read-a-thon Pledge Tally Sheet

---

Class (grade and room #): \_\_\_\_\_

If not, how many pledges left to come in? \_\_\_\_\_

Teacher: \_\_\_\_\_

Number of students in class: \_\_\_\_\_

Date money was counted: \_\_\_\_\_

Number of books read by this class: \_\_\_\_\_

Name of person who counted money:  
\_\_\_\_\_

Did all students participate in Read-a-thon?  
 Yes    No

Is this all the pledge money expected from this class?  
 Yes    No

---

## Cash

\_\_\_\_\_ x 0.01 = \_\_\_\_\_

\_\_\_\_\_ x 1.00 = \_\_\_\_\_

\_\_\_\_\_ x 20.00 = \_\_\_\_\_

\_\_\_\_\_ x 0.05 = \_\_\_\_\_

\_\_\_\_\_ x 2.00 = \_\_\_\_\_

\_\_\_\_\_ x 50.00 = \_\_\_\_\_

\_\_\_\_\_ x 0.10 = \_\_\_\_\_

\_\_\_\_\_ x 5.00 = \_\_\_\_\_

\_\_\_\_\_ x 100.00 = \_\_\_\_\_

\_\_\_\_\_ x 0.25 = \_\_\_\_\_

\_\_\_\_\_ x 10.00 = \_\_\_\_\_

**CASH TOTAL: \$** \_\_\_\_\_

## Cheques

Cheques made out to (name of school) \_\_\_\_\_

List by amount, please:

1. \_\_\_\_\_

6. \_\_\_\_\_

11. \_\_\_\_\_

2. \_\_\_\_\_

7. \_\_\_\_\_

12. \_\_\_\_\_

3. \_\_\_\_\_

8. \_\_\_\_\_

13. \_\_\_\_\_

4. \_\_\_\_\_

9. \_\_\_\_\_

14. \_\_\_\_\_

5. \_\_\_\_\_

10. \_\_\_\_\_

15. \_\_\_\_\_

**CHEQUES TOTAL: \$** \_\_\_\_\_

**CLASSROOM TOTAL: \$** \_\_\_\_\_

# School-Wide and Classroom Activities

Raising the profile of Read-a-thon school-wide will help you build excitement around Read-a-thon in your school. Teachers have provided the following school-wide and classroom activities that been successful in raising excitement about Read-a-thon in schools. Check them out to see what might be suitable for your students.

Also visit the *Links* section of our website for even more ideas:

- School-wide and Classroom Activities
  - Morning Announcements
  - Bookplate
  - Certificates
  - My Favourite Books
1. **Host an Opening Assembly:** Kick off your school’s Read-a-thon with a spirit-building assembly. Invite local sponsors, celebrities or athletes, authors, poets, or community leaders to get involved.
  2. **Create a Bookworm:** Raise the profile of Read-a-thon! Create a “bookworm” in the main foyer or other high traffic area of your school. Have a class design and make the “head” of the bookworm. Have student volunteers cut out five-inch diameter circles. Select different colours for different classes or divisions and hand out to classes. Teachers give circles to students as they complete books (or chapters). Students write the name of the book, the author, and their name. Teachers schedule a regular time during the week to “visit” the bookworm to add circles to the bookworm.

**TIP:** Be warned! The bookworm grows very quickly. In the primary grades, teachers may want children to write more than one book on each circle.

**TIP:** Add a math element. At the end of the program, assign grade four students to measure the bookworm in centimetres, metres, or other measure. Assign grade three students to count the number of circles in the different colours and create a graph showing results.

Teachers provided these comments about about other theme ideas: A baseball theme was used to keep track of books read; “baseball players” were put up as books were read. The “players” quickly encircled the school. Soccer balls were used in one school raising



funds for new soccer jerseys. Hearts were used in another school for their “Love of Reading” theme. Grade 5 students built a pyramid to track the number of books read. This activity dovetailed with the Grade 5 Social Studies Ancient Civilizations Curriculum. Watching the pyramid build up fascinated the younger students.

3. **School-wide silent reading:** Designate a twenty-minute period once a week where the whole school reads together. Use the PA to announce when it begins and when it ends.
4. **Bring a Book Day:** Build a Mountain of Books for your school library by asking students to donate a new or gently-used book to the school library. Photocopy and distribute the Read-a-thon *Bookplate* that can be filled in by students who donate a book. Schedule time for each class to visit the Library to help build the mountain with their contributions. Ask a Junior Division Class to come in to count and sort the books after Bring-a-Book Day is over. Announce the number of books donated as soon as possible.
5. **Promote Participation:** Offer prizes (ribbons, *Certificates*, pizza lunches or maybe even an extended recess!) to classes with 100% participation—that is, everyone reads every-day. If your program is a fundraiser, participation is defined as having read one book, and has at least one pledge (of any amount.)
6. **Author/Celebrity visits:** Seek out local authors and ask them to visit your school to do a reading or lead a writer’s workshop. Approach local celebrities or sports figures to visit and read from one of their favourite books. Solicit ideas for possible visitors from parents and staff. Firemen, policemen, children’s librarians from local public library branches and/or politicians are all good leads.
7. **Top Ten List:** Ask the School Library Technician to put together your school’s *Top Ten Reads* by gathering class-created lists. Students could vote on their choices during their library time. Once tabulated, create a school-wide Top Ten Reads List. Let the students know that these books will be at the top of the Wish List for book acquisitions.
8. **Book Swap:** Start the Read-a-thon with a kick-off book swap. Students brought in books they had read and swapped them for others.
9. **Track Minutes:** Track minutes read in 15, 20 or 30 minutes blocks instead of books or pages. This levels the playing field for everyone no matter the grade, reading level or type of book that they read.
10. **Pizza prize lunches:** Reward the classes with 100% participation, with pizza or “movie dates” in each division.
11. **Start a DEAR program** in the classroom where all classes chose a time of day when they would ‘drop everything and read’ for 20 minutes a day during Read-a-thon

12. Hold a **Young Author's Project** to complete as part of the Read-a-thon. Each student in the school writes an original story and the best 3 stories from each class read their stories to the whole school. Give out a prize for the best story in each class.
13. **Teacher's Challenges!** (i.e. at 500 books read teachers sang Karaoke for the students, at 1,500 books read administrators of the school skipped in the yard at recess, at 2,000 books read teachers arm-wrestled at lunch for the students to see, at 3,000 books read French teachers painted their faces, at 4,000 books read several intermediate teachers dresses as ACDC, and finally at 5,000 books read two teachers shaved their heads. Have fun and create school spirit!!
14. **School Idol:** Conclude your Read-a-thon with a "insert school name Idol" Talent Show with student performances of poems, music and dance.
15. **Exchange Classes:** Teachers exchange classes one afternoon to read their favourite books.
16. **Publish Original Work:** The Primary Division compile a collection of original student writing to "publish" in book form and display.
17. **School Book Exchange:** Organize a book exchange—a public collection that students may borrow from and add to at any time.
18. **Translate all handouts:**To support the diverse ethno-cultural and multilingual student populations, student handouts were translated before being sent home to parents.
19. **Special Guest Readers:** Invite special guests from the community to be readers in the classes.
20. **Hold a Draw:** Have students put their names in a hat for every book that they read. At the end of a week draw names give out prizes.
21. **Pajama Reading Buddy Day:** Older student become Reading Buddies Pajama Day to the younger grades. Buddies read with younger students. All students gave their buddies a homemade gift bookmark
22. **Favourite Character Day:** Staff and students dress up as your favourite book character. For example, Tom Sawyer, Anne of Green Gables, Arthur, Madeline, Clifford the Big Red Dog. Before silent reading time, go around the class and have students tell about the character they portray and why they chose it.
23. **Decorate your classroom doors** as the cover of a book.





24. **Daily Silent Reading:** Introduce or increase daily silent reading. Set aside 10 to 20 minutes per day of class time for silent reading. Give stickers to children who consistently do well during this quiet time and show progress in the book they are reading.
25. **Add a math element** to your Read-a-thon. Have students keep track of minutes or page read—individually and as a group—and teach children how to chart graphically their success daily.
26. **Pajama Day:** Designate one day as “Bedtime Story Day”. Tell students to wear their PJs to school and bring a favourite stuffed animal and bedtime story. Sing lullabies. Before silent reading time, ask children to tell about their favourite bedtime story or bedtime ritual.
27. **Theme Days:** Declare a given day, “Teddy Bear Book Day”, or “Mad Science Book Day”, or “Books with a Past (history) Day”. Encourage students to take a book out of the library with this theme. Ask the library technician to pull books from the shelves before you visit that match your theme to make it easier for students to find books that match your theme.
28. **Skits and Plays:** Organize students into small groups and ask them to create a skit or a play to animate part of a book.
29. **Charades:** Before silent reading every day, have a student (or several) pick a paper out of a hat that has the name of a book on it. Teachers should create this pool of names based on materials the students have covered that year, or the year before. Have the children act the book title out, and let the rest of the class try and guess what it is. Give a sticker to the child who guesses correctly.
30. **Reading Buddies:** Organize reading buddies whereby students in higher grades to read to, or mentor, students in lower grades. Set a regular time in the week where the two classes can get together to read together. Have “junior” reading buddies help track primary reading buddies reading on the Student Reading Record Form.
31. **Top Ten Reads:** Create your classes Top Ten Reads List. Have each child write down the names of *Three Favourite Books*. Set aside some class time for students to present their lists, and for them to discuss and debate the merits of each candidate. Arrive at your Top Ten List by voting or consensus, whatever works for your class. Let the children design and create a poster with their Top Ten Reads. Make sure they put their class designation on the poster. Display the poster in the Library.
32. **Especially for pre-readers: Happy Book Day:** Have each child select a favourite book from home. Ask them to bring the book to school. Invite parents to join their child in reading the book aloud to the class and talking about why they like the book. If appropriate, you may want to add a donation component. Parents could be invited to donate the book, or another one, to the school Library. If so, have the parent write inside the book, “This book was donated to our school/classroom library by *(insert name and date)*.”

# Morning Announcements

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Include regular motivational messages on your morning announcements. Ask students to read them.

*Sample Morning Announcements are available electronically to download, customize or print—visit **Forms, Letters and Samples** section of the **Teacher’s Centre**.*

- For the launch of Read-a-thon
- The bookworm
- Not too late to get involved!
- Home stretch
- Read-a-thon is over don’t forget to celebrate

## **For the launch of Read-a-thon**

“Hey (*insert name of school*)!

Today’s the first day of the Read-a-thon and are you ready to read?

Remember the handout you took home last week—the bright (*insert colour*) one? Well, keep track of that paper because you are going to need it to write down all the books you are going to read during Read-a-thon. Teachers are planning fun stuff—and there might even be prizes for classes where everyone—and I mean everyone—participates.

C’mon, (*insert name of school*)—let’s get reading!”

## **The bookworm (or another activity being held school-wide)**

“Have you checked out the bookworm in the (*insert location of bookworm*)?”

Already it’s starting to grow. Have you read a book yet? If you have, don’t forget to fill in a circle and add it to the bookworm. Before you know it, that bookworm will be crawling all around the school.

Great work students. Keep it up!”



### **Not too late to get involved!**

“If you haven’t started reading yet for the Read-a-thon, it’s not too late—grab a book, and get reading! It’s more fun when everyone gets involved.”

### **Home stretch**

“(Insert date) is the last day for our first ever Read-a-thon and you people have been totally awesome. So far there are (insert number) circles on the bookworm, and I hear grade (insert grade) is coming today with a whole lot more! Let’s see which class can sprint to the finish line.”

### **Read-a-thon is over don’t forget to celebrate**

“Our first ever Read-a-thon was an incredible success! You did your part ... You (insert activity(ies)) for (insert name of school). Well done! And look at that bookworm (insert activity)—you showed us how much you liked the Read-a-thon by creating an awesome bookworm ... And now the moment you have all been waiting for ...

Students in our school read (insert number here) books—and even more pages! That’s incredible!

### **If used as a fundraiser**

The grand total of the money you raised—(insert amount here)—WOW!

### **If prizes are available**

OK—you did your part, now it’s time to announce the winners. School council said it would reward each class with a 100% participation level—that means all the students read (and each student had at least one pledge). Here are the winners: (list names and/or classes here)”

# My Favourite Books!

---

Ask the School Library Technician to put together your school's Top Ten Reads by gathering class-created lists. Students could vote on their choices during their library time. Once tabulated, create a school-wide Top Ten Reads List. Let the students know that these books will be at the top of the Wish List for book acquisitions.

*"My Favourite Books" form is available electronically to download, customize or print—visit **Forms, Letters and Samples** section of the **Teacher's Centre**.*



# Kiwanis Read-a-thon

## My Favourite Books!

---

As part of Read-a-thon, we encourage schools to tally the “Top Ten Reads” in your schools.

Students – start thinking about the books you like best – write them down here – and bring this list to school when your class puts together its list of nominees. Maybe yours will be in the Top 10!

**My 3 Favourite Books in English are:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**My 3 Favourite Books in French are:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

# Bookplates

---

If your school plans a book donation drive for your school library, print off these book labels. Children can fill them in and glue them to the inside front cover of the book(s) they donate.

*Bookplates are available electronically to download and print—visit **Forms** in the **Teacher’s Centre**.*





# Certificates

---

Students are proud to receive an official signed Read-a-thon participation certificates.

Not Now Mom, I'm Reading! Certificates (4 1/4" x 11") are available electronically to download and print—visit Forms, Letters and Samples section of the Teacher's Centre.

Printed certificates are also available, while quantities last—schools outside of Ottawa must pay postage costs.

Print or copy as many as you need. Feel free to use your school stamp to personalize each certificate.

## **Not Now Mom, I'm Reading! Certificates**

4 1/4" x 11" Insert copy of a certificate that they can photocopy.





Gold Sponsors



Kiwanis Club of Ottawa  
Serving the Children of the World

Presented to

for their enthusiastic participation in the Kiwanis Read-a-thon.

Congratulations and keep reading!

Silver Sponsors



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www.kiwanisreadathon.org



# Bookmarks

Not Now Mom, I'm Reading! Bookmarks (1 3/4" x 7 1/4") is available electronically to download and print—visit Forms, Letters and Samples section of the Teacher's Centre.

**KIWANIS  
READ-A-THON**

Kiwanis Read-a-thon is dedicated to contributing to the development of lifelong literacy skills by enhancing and promoting student reading in schools around the world.

For more information visit our Web site at:

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

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**KIWANIS INTERNATIONAL**  
SERVING THE CHILDREN OF THE WORLD

**K O T T A W A**  
**Kiwans Club of Ottawa**  
Serving the Children of the World

Not now, Mom...

I'm reading!



# Read-a-thon Guest Authors, Illustrators and Presenters

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Invite visiting poets, authors, and illustrators as well as writers to read their books to your students or organize poetry, bookmaking, or illustrating workshops.

There are several provincial organizations that help schools fund author/illustrator visits. The provincial arts councils and writers organizations across Canada may have grants for which you qualify. Ask your public library for assistance in finding authors to visit the library or your school.

Another option for schools is to apply to The Canadian Children's Book Centre (CCBC) for an author/illustrator/storyteller visit during their annual Canadian Children's Book Week. For one week in November, the CCBC tours authors and illustrators across the country to visit schools and libraries. For more information, visit the CCBC website at [www.bookcentre.ca](http://www.bookcentre.ca).

CANSCAIP members are available to speak about the creative process, read from their work or perform for audiences at schools and conferences. Contact CANSCAIP via their website <http://www.canscaip.org/visits.html>

Visit our Links section of our website for links to authors and other literacy organizations.

## Ensuring a Successful Author Visit

There are many things a school or library can do in advance to ensure the best author visit possible. Here are some suggestions.

- Tell the students that an author is coming by putting up posters, pictures of the author, and copies of book covers. This will alert the kids that a special day is coming.
- Ask teachers to consider using the author's books in read-aloud sessions, for book reports, and other reading and writing activities. This will get the students familiar with the author's work. Share details of these activities with the author when he comes.
- Encourage classes to make up questions to ask the author. Good questions make for a more lively presentation. Encourage students to think up difficult, challenging, or provocative questions—authors love those the most!
- Encourage art classes to create posters advertising the visit, using themes, events, and characters from the author's work.

- Announce the visit on the public address system, starting a few days before the event. The more excited the students are, the better the day will be for everyone.
- Tell your students to bring their books from home for signing by the author.

Bringing an author or illustrator to your school or library promotes literacy and can spark a lifelong interest in reading and writing. And that's what it's all about.

### **Web links for educators and parents**

Read-a-thon takes place at home and at school. By taking an active interest in the program, you can play an important role in ensuring your child's Read-a-thon experience is a good one.

Encourage your child to read every night. Find out what's happening at school and help your child participate. Sit down and read with your child for ten minutes. Each of these activities will help your child make the connection between reading for learning, reading for fun and reading for life.

Check out the Links section on [www.kiwanisreadathon.org](http://www.kiwanisreadathon.org) for reading materials, authors, contests and additional resources.



# Kiwanis Read-a-thon Evaluation Form

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The Kiwanis Club of Ottawa would like to know how well your school did during the Read-a-thon by asking schools to fill out an Evaluation Form.

1. Submit your Evaluation Form On-line at <http://www.kiwanisreadathon.org/teachers/resources/sections/forms-samples-letters/>
2. Download and fill out the Evaluation Form from the Forms section in the Teacher's Tool Kit. Fax it to 613-233-3718
3. Photocopy the Evaluation Form below and fax it to 613-233-3718
4. Or send an email to: [info@kiwanisreadathon.org](mailto:info@kiwanisreadathon.org)

Date: \_\_\_\_\_

School: \_\_\_\_\_

Contact: \_\_\_\_\_

Address (*include postal code*): \_\_\_\_\_

\_\_\_\_\_

Telephone (*include area code*): \_\_\_\_\_

Email: \_\_\_\_\_

Date of Read-a-thon (*day/month/year*): \_\_\_\_\_

Total number of students at our school: \_\_\_\_\_

Number of students that participated in Read-a-thon: \_\_\_\_\_

Number of books, pages or minutes read: \_\_\_\_\_

Did your school use Read-a-thon as a fundraiser?  yes  no

If yes, how much money did you raise? \$ \_\_\_\_\_

What was the money used for?

---

What worked well at your school?

---

Did your school host author or celebrity visits, or any other special event that you think other schools might like to incorporate into their Read-a-thon next year?

---

Would you like to participate in Read-a-thon next year?     yes     no

If no, any specific reasons why not?

---

If yes, great news! Any suggestions to make the program work better for you at your school?

---

---

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The person who filled out this questionnaire is:

Name : \_\_\_\_\_

Title (*teacher/library tech/principal/parent volunteer or specify*):

---

Telephone (*include area code*): \_\_\_\_\_

Email: (*required*): \_\_\_\_\_

**Thank you for participating in the Read-a-thon and thank you for taking the time to share your success and ideas with us.**



# Bring-a-Book Day Sample Promotional Flyer

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**We're  
building  
a mountain  
of books for  
(insert name of school)**

**xxxxx, April xx  
"Bring-a-Book-for-(insert school)" Day**

A chance for each *(insert school name)* family to donate a new, or gently used book— from your library at home to our library at school.

The wish list: *(insert kinds of books especially sought after, e.g. science, fiction, history, etc.)*

Can you help? Need info?  
Call xxx-xxxx. Thanks.



**Our community, the children in our community, people in need in our community—all require the support of a dedicated club with dedicated members.**

**Dedicate yourself to a good thing.**

**Call the Kiwanis Club of Ottawa today.**



**Kiwanis Club of Ottawa**

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