

When starting a new program, a clear vision and a detailed road map leads to greater participation by staff, parents and students. Review the following checklist to help you get started with the Super Summer Success Reading

Purpose

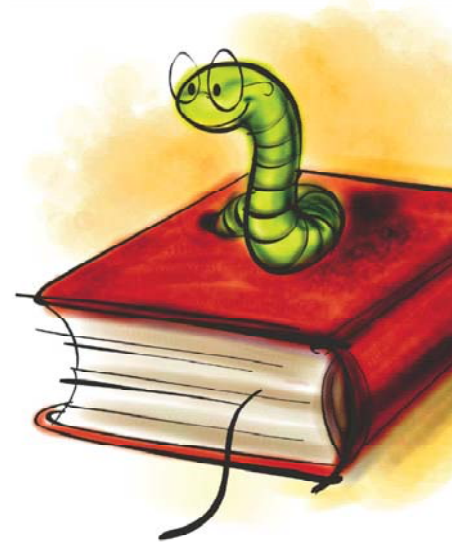
Develop goals and objectives for the program such as:

- Educate parents and students on the importance of summer reading
- Provide students with appropriate leveled books to read during the summer
- Motivate and encourage students to read on a regular basis during the summer

Plan & Timeline

Generate a time line to plan and implement the various components of the project. Possible items on the list could include:

- Writing a project plan
- Gaining approval
- Finding funding sources
- Securing personnel
- Designating intended audience
- Determining the number of books needed
- Matching students to texts
- Buying or securing texts
- Packaging texts
- Notifying parents of project
- Educating parents and students on project
- Disseminating materials
- Developing a "Reminder to Read" plan
- Implementing the reminder plan
- Developing a follow up plan when the school year begins, collecting books, gaining feedback from parents, students and personnel. *See item #7 (Planning Worksheet of Task/Person Responsibilities) of the SSS Resource Packet at the website listed below.*



Support

Share the plan and review the research on the importance of summer reading with administration. Secure approval and funding. Share the plan with staff and elicit input. Finalize the plan based on administrative and staff feedback, available resources and personnel.

Personnel

Consider how many people will be needed to plan, implement and maintain the summer reading project. Develop a "To Do" List and assign people tasks. *See item #7 (Planning Sheet of Task/Person Responsibilities) of the SSS resource packet at the web site listed below.*

Funding

Buy or gain access to the number of books needed (e.g. number of students times 6 books for 2nd grade reading levels and above or number of students times 20 books for students reading below a 2nd grade reading level). Develop multiple ways to gain financial support to pay for the program. *See Possible Funding Sources on page 11.*

Audience

Determine the number of students who will be participating in this initiative. Start small! Select a grade level or targeted students based on the amount of funding and/or books available for the project.

Reading Levels

Identify interest areas and appropriate reading levels for each student in the project, *See "2 Key Ingredients" on page 5 and items #3 (Reading at an Appropriate Level) and #4 (Book Leveling Resource) of the SSS Resource Packet at the web site listed below.*

Books

Match books to children. Each child should have a sufficient number of books at his or her independent reading level that can be read throughout the summer (i.e. 6 books for 2nd grade reading levels and above or 20 books for students reading below a 2nd grade reading level). Strive to find the right match for their reading level and interest areas. *See item #8 (Possible Book Recommendations) and #9 (Sources for Books) of the SSS Resource Packet at the web site listed below.*

Distribution

Develop a distribution or check out system. *See item #10 (Check-Out Book Forms) of the SSS resource packet at the web site listed below.*

Organize

Package the material for each participant (e.g. durable, colored bag labeled with SSS sticker). *See item #11-#13 (Book Packaging Options, Bookbag Labels, and Book Program Labels) of the SSS Resource Packet at the web site listed below.*

Educate

Create innovative ways to educate parents and students on the importance of reading over the summer. *See item #14 (Parent Letter) and #15 (Parent Brochure) of the SSS Resource Packet at the web site listed below.*

Reminders

Develop a plan to remind parents and students to keep reading throughout the summer. *See Reminder Ideas on page 14 and item #16 (Sample Reminder Post Cards) of the SSS Resource Packet at the web site listed below.*

Keep Track

Develop a simple plan for parents and students to keep track of their reading frequency. *See item #17 (Monitoring Forms) of the SSS Resource Packet at the web site listed below.*

Evaluate

Provide different ways for parents, students and personnel to give feedback on and suggestions for the Super Summer Success Reading Program. *See item #18 (Parent and Student Follow-Up Surveys) of the SSS Resource Packet at the web site listed below.*

Thank You

Send thank you notes to staff, parents, administrators and volunteers who helped organize and support the Super Summer Success Reading Program.

Celebrate

Prepare a special celebration in the fall for children who successfully participated in the Super Summer Success Reading Program.

Share

Share your plan, successes and challenges with the Summer Reading Project Committee from Oakland Schools ISD. Your ideas and feedback will help with future development. *See inside cover page of the SSS Booklet for contact information.*

This is a print out of the Getting Started Checklist on page 7 of the Super Summer Success booklet. ■

