

# Rotary District 5390 Dictionary(Literacy) Project

## PROGRAM GUIDELINES (2016-17)

Since the program's inception there have been several changes that have led the District leadership to create some guidelines and recommendations on how this program should be administered.

1. All reference books will be delivered by hand by Rotarians to third graders. No exceptions - having the books drop shipped directly to schools will no longer be permitted. Other literacy options must include Rotarians making Rotary visible.
2. All reference material will be affixed with a Rotary emblem that will make the users aware that item was supplied by Rotary and the materials were delivered by Rotarians. In the event that a club opts to furnish a digital version or online web based material, it will also need to be designated as being distributed by Rotary. Note that the District does not furnish these emblems or stickers but this is the responsibility of the club.
3. Every effort should be taken to ensure that reference materials or any digital materials are delivered to the schools no later than the Thanksgiving break. The earlier in the current school year they are delivered the better, preferably within the first quarter of the school year.
4. In order to adequately conform to item #3 above, no orders for books will be accepted by the District Literacy Committee later than November 15th of that year.
5. Clubs ordering reference books will need to provide with their order, the list of schools that will be receiving the books and the number of students in each school. Likewise, clubs furnishing other means of materials needs to record what was delivered and how many students were affected.
6. Any undelivered reference books should be inventoried and reported to the literacy committee. These may then be collected to use at other schools or delivered the following year if no new printing is done. Accurate record keeping is important.
7. Clubs opting for optional materials to be delivered to students will still be required to submit their annual payment to the district along with their dues. Reimbursement will be issued back from the district but not to exceed the amount that would have been spent otherwise in distributing reference books to third graders in their area.