



Your Rotary club name and address here)

(Date)

To: Club members

Subject: Details about Dictionary Distribution

Details about dictionary distribution are in the attached table. The dictionaries are available for you to pick up at (xxxxxxx). Please have someone in your group stop sometime before your distribution date to pick up the required number of dictionaries for your assigned school. Also, please be sure that the dictionaries you pick up have the stickers inside the front cover.

I have sent a confirmatory letter to each Principal of each school with date and time along with the names of our Rotary club members that will make the presentation at their school.

I have notified the newspaper and local TV stations and given them the dates and times of distribution at the schools, project background, Rotary information and our club information. Someone may show up from the newspaper or TV to do interviews and take photographs.

Attached is the “script” that the Dictionary suppliers provided. Feel free to use this, amend it or create your own presentation format.

Contact me if you have any questions by phone (xxx-xxx) or email (xxx.xxxx.xxx)

Thanks,
(***Name***), Dictionary Project Coordinator

School	Principal	Address	Number of 3rd Graders	Number of Teachers	Library	TOTAL Dictionaries	Rotarians to Deliver Dictionaries	Distribution Date & Time
School name	Principal name and phone #	Street, city, state	xx	xx	x	xx	names	Date and time
School name	Principal name and phone #	Street, city, state	xx	xx	x	xx	names	Date and time
School name	Principal name and phone #	Street, city, state	xx	xx	x	xx	names	Date and time



Your Rotary club name and address here)

Good Morning, We are ___names)___ from the Rotary Club and we want to celebrate Noah Webster's birthday with you. Does anyone know who Noah Webster was? (See fact sheet on next page). I don't know a better way of celebrating Noah Webster's birthday than by using a dictionary. Does anyone know what a dictionary is used for? (You are looking for "finding the spelling of a word" and "finding the meaning of a word". You might also get them to mention "parts of speech" and "pronunciation".)

Since you obviously know what dictionaries are used for, let's pass some out. Today we are presenting dictionaries to each of you to keep. Turn to the first page. (Display the inside cover with the sponsoring organization's sticker and have one student read it.) (This organization) knew that the third grade students of ___school did not have their own dictionary, so they bought you one and asked us to deliver it. Since this is your book, you need to write your name on the page with the sticker, first name and last name, neatly. If this book is lost, we want to the person who finds it to return it to you.

Let's look a few words up together. (Designate a student to write on the board if possible). Let's look up "Team". What letter does "team" start with? Using the guide words in the top corners of the pages, let's find words that begin with the letter "T". For those of you who are finding the word, help the person next to you. (Select one student to read the definition. You may need to help with a couple of words in this definition.)

Note that there is more than one definition for the word "Team". The first one describes us when we work together. Now that you have found the word, make a mark in the margin with you marker. Either a dot, or an "X". This indicates that this is now "Your Word". You have looked this word up. At Christmas, and at the end of the school year, you can go back through your dictionary and see how many words you have learned.

(Similarly, you can look up one or two additional words. We suggest "success", "respect", "wisdom", "persevere", "possible", "courteous")

Since this is your dictionary, you will need to take care of it. How do we take care of books?

Does anyone have any questions? Thank you for letting me join you today.

(One question that often comes up is "Can we take this home?" I stress that this is their personal dictionary, but their teacher will decide if the books stay in school, or whether they go in the backpack to go back and forth)



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A Short Summary of Noah Webster's Life

Noah Webster was born on October 16, 1758, in Hartford Connecticut. Noah was from an average colonial family. His father farmed and worked as a weaver. His mother worked at home. Few people went to college, but Noah loved to learn so his parents let him go to Yale, Connecticut's only college. After college, Noah worked as a school teacher.

When Noah was 43, he started writing the first American dictionary. He did this because Americans in different parts of the country spelled, pronounced and used words differently. He thought that all Americans should speak the same way. He added American words that weren't in English dictionaries like "skunk" and "squash". It took him over 27 years to write his book. When finished in 1828, at the age of 70, Noah's dictionary had 70,000 words in it.

When Noah Webster died in 1843 he was considered an American hero.