Rotary District 5000

Dictionary Project

1. In early to mid-May, contact all schools to determine the number of incoming third graders. Using the newly created order form (appended to the end of this document) contact the Dictionary Project directly and order the books. We order the books early because they take 6-8 weeks to arrive.

2. The District Literacy (co-)Chair should have contacted you to let you know how to order the dictionaries and labels that go inside them. If you don’t have any 4-Way Test posters from the previous year, also order them from the district 5000 Literacy Chair. These posters are given to the teachers when the books are given out. The MS Word documents relating to the Dictionary Project are on the district website: <http://www.clubrunner.ca/Portal/SitePages/SitePage.aspx?accountid=60108&pid=75524>

3. When the books have arrived, the 4-way Test labels (which are also ordered from the Literacy Chairperson) need to be inserted inside the cover page along with an additional small label identifying the donor – your club.

Print the “This book is donated by The Rotary Club of \_\_\_\_\_” labels using the DictionaryProjectAvery5261.doc file and a sheet of Avery address label #5261 available from Office Max. A single package of 500 1” x 4” labels will be sufficient for a year’s worth of dictionaries. Then insert the label below the 4-Way Test label so that the upper edge of the smaller label is just below the solid blue line at the bottom of the large label.

4. Contact the principal or third grade coordinator for each school and arrange for a date suitable for the school and find out how many students are in each class. The times that we have met at the school range from first thing in the morning to well after lunch. For club members, it’s best to do this first thing in the morning. Also note that having 2-3 Rotarians in each classroom is both fun and productive. Encourage lots of participation among club members.

5. Box the books so that there are enough for all the students in a given class plus one for the teacher. Label the boxes with the teacher’s name and classroom on the outside. Because there are only 24 books per box, it may be necessary to create additional packages with a lesser number of books to fulfill each classroom requirement. Please label these smaller packages with the teacher’s name and classroom as well. The books should be delivered to the school several days in advance and delivered to the individual classrooms (but not opened). It’s also convenient to obtain maps of the school so that each team has a map with their classroom location marked on it.

6. Arriving at the school at the time and on the day of the presentation, club Rotarians need to check in at the school’s office to receive a visitor’s badge, obtain the names of the different 3rd grade teachers and find out where their classrooms are located using the maps provided by the club Literacy chair.

7. There are a number of ways to do the presentation, and with time each Rotarian becomes comfortable with their own style. The basic elements are to say a little something about what Rotary is and what Rotarians do, then open the boxes and have the kids sign their names in ink on the front inside cover. Then look up several words (including Truth, Fair and Beneficial from the 4-Way Test from the inside front cover). Some Rotarians also tell about the other things which are in the dictionary such as descriptions of the states, sign language and the largest word in the English language.

8. At the end of the presentation, it’s also nice to have a picture of the class and the teacher holding their dictionaries. This picture is then put on our website and sometimes used for public relations articles.

9. At the completion of presentations to all four schools, write a project summary report. This report is useful for end of the year summaries of Community Service/Literacy activities. An example of this follows.

**HILO BAY ROTARY, 2010-2011 REPORT**

Name of Chair and Avenue of Service:

David C. Hurd, Community

Name of Project:

Dictionary Project

Date and Time of Project:

October 15th, October 19th, October 28th, and November 9th 2010

Organization or Individuals Benefiting from Project:

Third grade students from Hilo Union Elementary, Waiakea Elementary, and Waiakeawaena Elementary Schools. Fourth grade students from Ka ‘Umeke Ka’eo Hawaiian Charter School.

Why project was important:

It is important for the students to have their own dictionaries. With their own dictionaries they could look up words that they didn’t understand as well as become more fluent and comfortable using a variety of words in their speaking and writing.

What was done:

At each school, one or two Rotarians went to each classroom and handed out the dictionaries to each of the students. A total of 420 dictionaries were handed out to the four schools. The Rotarians then talked a little about what Rotarians do and what the 4-Way Test is. The Rotarians, in conjunction with each teacher, then helped the students to use their new dictionaries to look up several words in the 4-Way Test such as Truth, Fair and Beneficial.

Number of Rotarians participating:

11 Rotarians from Hilo Bay

How this project will be of benefit to the communities:

The project provides an opportunity for Rotarians to meet and converse with both the 3rd grade students, their teachers, school staff and the Principal for each school thereby providing a necessary link between Rotary and primary education. The Dictionary Project is a key element in fulfilling Rotary Literacy goals.

