

May 2011

Dear Volunteer,

Springfield Public Schools is excited to have you join us for the fifth annual Gift of Literacy celebration on **Thursday, June 2**. The Gift of Literacy is a program designed to encourage a love of reading in children and increase the literacy rates of students in the Springfield community.

In partnership with the Rotary Clubs of Springfield and TEAM Springfield, and with the support of our community sponsors, the Gift of Literacy program is able to provide a new, hardbound book and reusable backpack to every first-grade student in Springfield Public Schools. Book donations are also made annually to each elementary school library in the District, the Springfield Public Library, and many other community organizations that support our students.

We are delighted that you have chosen to become involved with Gift of Literacy and encourage Springfield's students to read. The celebration will take place from 8:30 a.m. - 1:30 p.m. at Lane Community College (LCC) in Building 19, the Center for Meeting & Learning (CML). **When you arrive to the CML, please check-in at the front desk in the Lobby to receive your volunteer position and t-shirt. The volunteer orientation, training and introduction will begin promptly at 8:30 a.m. in the Auditorium.** An assortment of breakfast pastries and coffee will be provided for volunteers during this time.

Students will begin arriving to LCC at 9:50 a.m. for the three celebration phases. The last group of students will depart LCC at approximately 1:30 p.m. As a volunteer you will be asked to assist in one of several different tasks during the celebration. Possible volunteer roles include: reading to groups of 8-10 students; passing out books in the Forum; leading students through each phase (kick-off, small group reading, and lunch); greeting students at the bus; or, helping out in the lunchroom. Included with this letter is information about the day of the celebration including parking, check-in, attire etc. If you have any questions regarding your role as a volunteer or about Gift of Literacy, please contact Brittany Kronholm at 541.726.3220 or brittany.kronholm@sps.lane.edu.

Thank you for your continued support of Springfield Public Schools and the Gift of Literacy program—together we are inspiring young readers through partnership!

Sincerely,



Jeff DeFranco
Director of Communications & Facilities
Springfield Public Schools

Event Details

Date: Thursday, June 2, 2011

Time: 8:30 a.m. – 1:30 p.m.

Place: Lane Community College (LCC), Center for Meeting & Learning (CML) Building 19

Parking

Lot C and D of the LLC parking area will be reserved for Gift of Literacy volunteers. There is limited parking space, so please carpool if possible. **Attached to this letter is a parking pass that must be placed on your dash if you park in Lot C or D. Cars parked in these lots without passes will be ticketed by LCC public safety.** If Lots C and D are full, you are welcome to park in any other lot without a parking pass.

Check-In & Volunteer Orientation

Check-in for all volunteers will be in the lobby of the CML. Please arrive between 8:00 a.m. and 8:25 a.m. to receive your volunteer position, and Gift of Literacy t-shirt. Volunteer orientation will begin promptly at 8:30 a.m. in the Auditorium (Rm. 226) on the second floor of the CML. Representatives from key partnering organizations and Springfield Public Schools Superintendent Nancy Golden will welcome volunteers. Gift of Literacy planning committee members will then lead brief breakout/training sessions for each volunteer role.

Celebration Schedule

The Gift of Literacy celebration is comprised of three main phases; the kick-off activity when students will receive their books; small group reading when small groups of 8-10 students will be read their new books by guest readers; and, lunch for all students and volunteers. Students will cycle through the three phases of the celebration in three groups beginning at 9:45 a.m. and ending at 1:30 p.m.

Volunteer Roles

Volunteers are needed for all three phases of the celebration. Possible volunteer roles include: reading to groups of 8-10 students; passing out books in the Forum; leading students through each phase (kick-off, small group reading, and lunch); greeting students at the bus; or, helping out in the lunchroom. Your volunteer position will be assigned to you at check-in.

T-Shirts & Attire

All volunteers are required to wear Gift of Literacy t-shirts to differentiate volunteers from parent volunteers, school staff and general visitors at LCC. This is designed to foster a more organized event and provide clarity about who should be interacting with the first-graders. **This year, to save funds, we are asking volunteers to reuse last year's t-shirt if it is available—please arrive wearing your shirt.** New volunteers or those who do not have last year's shirt available will receive their new t-shirts at check-in. Some volunteer positions require light walking and time spent outdoors. Please wear comfortable walking shoes and clothing that is appropriate for inclement weather and activities such as walking, handing out books, and sitting with students.

Food

A light breakfast and coffee will be available for volunteers during the volunteer orientation.

Lunch and beverages will be provided for all volunteers in the lunchroom (Rm.102-104) beginning at 11:00 a.m.

Book Sale

As a fundraiser for the Gift of Literacy program, books from this year's collection will be available for purchase in the CML lobby. The 2011 collection includes: *Henry & the Crazy Chicken Pirates*, *Red Sings from Treetops*, *Big Chickens*, *The Perfect Gift*, *Widget*, *Winter's Tail*, *A Couple of Boys Have the Best Week Ever*, *The Pencil*, *Sonia Sotomayor* and *Testing the Ice*. Those who purchase 5 to 9 books will receive a 10% discount; purchases of 10 or more books will receive a 15% discount. Checks and credit cards will be accepted.

For more information about your role as a volunteer or celebration details, please contact Brittany Kronholm at 541.726.3220 or brittany.kronholm@sps.lane.edu.

Thank you for your support of the Gift of Literacy program!

Parking Permit

Lots C and D Only

Place this permit on the dash of your vehicle where it is
Visible at All Times.

Maps and driving directions to the CENTER for Meeting
and Learning can be found at: www.lanecc.edu/center.

June 2, 2011

Gift of Literacy



CENTER
for Meeting & Learning

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