

## Guidelines:

Promote the “Hawaii Rotary Dictionary Project” to your Rotary club members.

1. Decide on a budget, from your club, individual donations, or using your DSG funds
2. Your individual club Rotarians might be interested in joining other Rotarians in the *Dictionary 100 Club*, with a donation of \$175.00 (100% Tax Deductible). They will be making a commitment to purchase 100 dictionaries for third grade students. In return they will receive their very own dictionary and a certificate from the District Governor. Also they will receive the personal satisfaction of promoting literacy to children in Hawaii.

Make Contact with the schools

1. Contact the principals of the schools that your club would like to donate dictionaries. (See “*Principal Form Letter*”, if the principal is not familiar with the program, you can include “*Classroom Visit Points*” (Phone call or an Email works best in most cases)
2. Ask if they would like to receive these dictionaries for their third grade students
3. Ask for the number of students and teachers in the third grade
4. Discuss how we would like to distribute the dictionaries to the students (Refer to “*Classroom Visit Points*” or “*Guidelines*”)

Order Dictionaries ...Please order in full cases of 24 and provide a ship to address

1. Contact Gloria King 808-737-1991 email: [rekinghi@aol.com](mailto:rekinghi@aol.com)
2. Gloria will order dictionaries, email you your confirmation and ETA (Normally the dictionaries will take 3 to 6 weeks for delivery)
3. Mail your check to Gloria King, 619 Onaha Street, Honolulu, Hawaii 96816. payable to Rotary D5000 Foundation, in the memo section of the check indicate “Dictionary Project”
4. Gloria will mail you the dictionary labels

After you receive the dictionaries:

1. Schedule Delivery with your school contact
2. Label Dictionaries; involve your club Rotarians to label the dictionaries. Please take the extra time to label them on straight, when the label is down it is down for good. Recommendation: Print Avery labels with your Rotary clubs' name inserting in the space provided under *Donated By*:
3. When you do the presentation, it's always nice to call the students up by name and present the dictionary; Ask the teacher when you enter the classroom for a students list of names, don't forget to call up the teacher at the end to give the teacher their very own dictionary also. Suggest that you have each student sign the dictionary in ink or permanent markers.
4. Print Parents Letter and give to teachers for the students to take home to their parents (optional)
5. Distribution: See *Classroom Visit Points*. Rotary volunteers will visit each school they have adopted to distribute the dictionaries. Students are asked to sign each book with their names. A brief lesson on how to use the book is given by Rotarian volunteers. Ask the students to find certain words to demonstrate their comprehension. At the end of the visit, the children are asked to use the dictionary to write a thank you note to the Rotary club.
6. Don't forget to have the principal give you the letter accepting the dictionaries including the total dictionaries received, this is for our Rotary District taxes. Please mail or fax to Gloria King address: 619 Onaha St. Honolulu, HI 96816 or Fax: 808-738-5050.
7. Have Fun and take pictures for our district newsletter and email photos and a brief story to: [d5000newsletter@gmail.com](mailto:d5000newsletter@gmail.com).
8. Contact the Media they might be interested in doing a story on your club and your community service project.