# District Chairperson - Reading Action Program <u>Duties & Responsibilities</u>

- Organize a virtual book drive to support a reading program in your community.
- Read to children at a local library or after school program.
- Host a book fair and invite an author or illustrator.
- Hold a monthly reading challenge for children at your library (encouraging them to read a designated number of minutes every month to win a prize).
- Work with a deaf education teacher to organize a book reading group for children or adults who are deaf.
- Volunteer at an after school program to tutor a child in reading.
- Donate computers or after technology for learning to a local school, community center or library.
- Work with your local school or library to increase access to information in Braille.
- Supply new parents with books for young children and include facts about the importance of early reading.
- Collect new books for a children's hospital.
- Sponsor a community spelling contest.

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Cabinet Meeting No.  Name  Reporting Period From  Reporting Period to start immediately after previous reporting, and to end before Date(of reporting)  SECTION A: Any project / contribution during the period? □YES □NO □N/A  Description  Region 1 Region 2 Region 3 Region 4 Region 5 Region 6 Region 7  Total No. Expected  No. Reported (for the period)  No. Reported (year-to-date)  Have you attended any District/Region/Club Event? □NO □YESnumber  Have you attended any Club Project? □NO □YES number  SECTION B: Your Plan / Comment / Suggestion /  Observation:										
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Club / Region / Zone	Date	Description	Remarks				
Your Special Remarks or C	<b>comments</b> (c	on any of the above projects or contributions)	:				
ECTION D: Club Functions	/ Projects/ A	ctivities attended					
Club / Region / Zone	Date Remarks						
ECTION E: Further Comme	nts from Ob	servation					
Club / Region / Zone	Remarks						
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(Signature of District Chairpers	son)		Date:				

# Reading Action Program - Service Project Action Plan

## Step 1: Create a Planning Committee

Who, including local educators, school administrators, and members of local literacy agencies, libraries, youth organizations and adult-learning programs, will serve on your project planning committee?

#### Step 2: Pick Your Project

What project will help meet a literacy/educational need in your community and reflect the interest of club members?

## Step 3: Publicize Your Project

How will you inform the community about your project?

#### Step 4: Implement Your Project

During your project, how will you involve club members, family, friends, and the community? Who will serve as a project spokesperson?

#### Step 5: Tell Us about Your Project

How will you report your club project? Will your club secretary use the online Service Activity Report?

#### Step 6: Celebrate Your Success

How will your club share and celebrate the success of your project?

Notes: