



District Grant Final Report 2019-2020

This report must be completed and uploaded on matchinggrants.org within 30 days after completion of the project but no later than 2 years after the date of approval of the project.

District Grant # P-2519

Rotary Club: Rotary Club of Cheyenne

Project Title: Centennial Grant – Literacy – Andy & Elmer’s Literacy and Ethics Project

Project Description:

1. Briefly describe the project. What was done and where did the project activities take place? Explain how the beneficiaries and other community members were involved?

Andy & Elmer’s Literacy and Ethics Project was initiated to expose second graders throughout Laramie County to the Four-Way Test. The Rotary Club of Cheyenne has ensured to provide books and other materials to all second graders and second-grade classrooms. The Cheyenne Rotary After-Hours Club is providing these materials to students in the South Triad of LCSD1, and the Rotary Club of Cheyenne is providing these materials to all other students in LCSD1 and LCSD2.

Initial numbers of students were obtained through communications with the school district administrations and specific schools. Communications were sent to each school via email and postal service to introduce the program to the school administrators. Schools were then individually contacted by Rotarians to determine their preferences for lesson plan delivery and timing.

After the materials were received, all books were stamped as being provided as a special gift from the Rotary Club of Cheyenne. Books were sorted and packaged by school by the Central High School Interact Club.

Rotarians volunteered to take (and present, when schools preferred) the materials to individual schools. Rotarians then are in the process of distributing and presenting, all of which will be completed by May 15, 2019.

2. How many Rotarians participated in this project?
Planning and organizing – 4 Rotarians
Sorting and Packaging – 4 Rotarians plus 12 Interact
Distribution – 26 Rotarians and Rotaractors
3. What did they do? Please give at least two examples.

Project Chairs created standard operating procedures, contacted schools and school districts, and communicated about the program.

Project Members called schools, answered questions, and coordinated with the school for delivery and presentation timing and method.

Rotarians picked up packaged materials and distributed them to the schools. When schools were open to it, Rotarians present to the students.

4. How many non-Rotarians benefited from this project?

Approximately 900 second grade students, plus teachers in 52 classrooms.

5. Who are the beneficiaries and what is the expected long-term community impact of this project?

All second grade students in Laramie County will be exposed to the 4-Way Test through the reading of this book and the presentation of the lesson plan provided, helping children learn a valuable tool that can be used to make ethical decisions throughout their lifetime. Coloring activity books provide opportunity to continue to read and reinforce the message with a book that each student can claim as their own. Parents will hopefully read the letter and the book, and are also exposed to the 4-Way Test and Rotary.

6. If a cooperating organization was involved, what was their role?

The LCSD1 and LCSD2 administrators were involved in providing school and student numbers. Cheyenne Rotaract Club is distributing books to one school. Central High School Interact Club provided assistance by sorting and packaging materials by school.

7. Income:

<u>Income Sources:</u>	
Rotary Club of Cheyenne Operating Budget	\$ 1,073.16
Cheyenne Rotary Foundation Grant	\$ 3,150.00
District 5440 Literacy Grant	\$ 1,000.00
Total Project Income	\$ 5,223.16

8. Expenditures: (number receipts starting with 1 and indicate a receipt # (s) for each expenditure) (Do not include travel expenses)

<u>Expense Summary:</u>		<u>Budget</u>	<u>Actual</u>
Start-up Expenses:			
Hard cover books, 2 copies of each book for each school library			
Plus copies for Boys & Girls Club and Laramie County Public Library,			
Including shipping and handling		\$ 1,725	\$ 807.00
Soft cover books, 1 copy for each classroom for each 2 nd grade			
Classroom, including shipping and handling		\$ 850	\$ 1,033.60
Four-Way Test posters, 1 copy for each 2 nd grade classroom			
Including shipping and handling		\$ 575	\$ 205.00
Total Start-Up Costs		\$ 3,150	\$ 2,045.60
Annual Expenses:			
Activity books, 1 copy for each second-grade student		\$ 4,000	\$ 2,800.00
Four-Way Test bookmarks for each student		\$ 225	\$ 155.00
Printing - Letter to Parents and Lesson Plan			\$ 110.24
Supplies - Packing Tape			\$ 15.45
Supplies - Stamps for Rotary Book Plate			\$ 96.87
Total Annual Costs		\$ 4,225	\$ 3,177.56
Total Expenses		\$ 7,375	\$ 5,223.16
<u>Expense by Invoice:</u>			
<u>Date</u>	<u>Vendor</u>		<u>Amount</u>
2/7/2019	Andy and Elmer.com	1	\$ 5,000.60
3/25/2019	Vistaprint	2	\$ 96.87
4/13/2019	Office Depot	3 & 4	\$ 15.45
4/15/2019	Office Depot	3 & 4	\$ 110.24
			\$ 5,223.16

9. Please explain any variance of more than 5% between the budgeted amount and the actual amount including the reason for the variance and why the alternative was chosen.

A variance occurred when the Cheyenne Rotary After-Hours Club obtained a separate District Literacy Grant to provide these materials to students and classrooms in the South Triad of LCSD1. Accordingly, those students and classrooms were removed from the materials that were ordered by the Rotary Club of Cheyenne. Initial estimates of the number of 2nd grade students was 1,400 students. Based on final counts, the South Triad includes approximately 350 students in 21 classrooms, with the remainder of Laramie County (LCSD1, LCSD2, private schools, etc) 900 students in 52 classrooms.

10. Project score (5=strongly, 4=agree, 3= neutral, 2=disagree, 1=strongly disagree)

	Project Score	Comments
The overall project was successful	4	
The grant process worked well	5	
My interaction with partner clubs was good	N/A	
We achieved the results we expected	4	We would have liked to have the opportunity to have Rotarians present the lesson plans in most schools; this was not the case.

11. Did you upload photos in your project on matchinggrants.org under the Photos tab? (If not, please do so)

No. Will upload photos if/when they are made available by Rotarians or others.

12. What worked well on this project and why?

This project brings a number of Rotarians to volunteer.

13. What did not work well and how would you suggest improving it?

We chose timing for this project at the end of the school year based on the recommendation of the previous project chair for the After Hours Club. Perhaps because this program was new to most of the school district, and based on the timing of the project, most schools chose to not have Rotarians read the book and present the lesson plan. Next year we will communicate with schools in the fall, and attempt to convince them to allow us to schedule Rotarians in the classroom.

14. How was this project publicized?

Email and letters to the schools. Letters to each parent.

Project Inventory

Please list all items provided in this grant that are over \$500 in value and are not expendable.

Item Purchased	Date of Purchase	Cost	Destination/ Location	Comments
None				

By signing this report, I confirm that to the best of my knowledge these District Grant funds were spent only for eligible items in accordance with Trustee-approved guidelines, and that all the information contained herein is true and accurate. Receipts for all grant-funded expenditures are attached. I also understand that all photographs submitted in connection with this report will become the property of RI and will not be returned. I warrant that I own all rights to the photographs, including copyright, and hereby grant the District, RI and TRF a royalty free irrevocable license to use the photographs now or in the future, through the District and the world in any manner it so chooses and in any medium now known or developed. This includes the right to modify the photographs as necessary in the District's and RI's sole discretion. This also includes, without limitation, use on or in the web sites, magazines, brochures, pamphlets, exhibitions and any other promotional materials of the District, RI, and TRF.

Please attach all receipts or an invoice and a copy of the check used to pay the invoice. Funds over \$100 not used must be returned to the district grants treasurer.

Certifying signature of primary contact



Date: 4-23-19

Print name: Robin R. Sims

Upload this report on matchinggrants.org in .pdf format only