



PURPOSE:

Describe this project or program, including who it serves and the desired outcomes, and any relevant background information.

Andy & Elmer's Literacy Project is the 2nd grade literacy and ethics program adopted by the Rotary Club of Cheyenne starting in FY2018-19. The object of the project is to provide students with a tool they can use to make ethical decisions throughout life, to support the mission of the districts to inspire students to become responsible productive citizens and the schools' anti-bullying programs, and to support literacy in Cheyenne.

Andy & Elmer's Literacy Project is centered around a children's picture book designed to promote the Four-Way Test as a basis of making decisions. Andy & Elmer's Apple Dumpling Adventure is the story of a young entrepreneur who starts an apple dumpling business. With the guidance of a mysterious voice, conveying the Four-Way Test, he turns his venture into a wonderful success and makes friends along the way. "Service Above Self" is the theme of the companion sequel book, Becky and Lyn's Apple Orchard Park. Words and concepts are presented to support literacy as well as ethical and responsible citizenship.

Rotarians read these books to second graders in local schools, follow a provided lesson plan to discuss words and concepts that might be unfamiliar to students, discuss how we determine what is right and wrong or why people serve in our communities, and then distribute paper-back activity books to each student for them to take home. Rotarians may also provide apple dumplings for the classroom using an easy recipe. All materials and Rotary programs are apolitical and non-religious. The workbooks allow the students to revisit and engage with the story, and allow parents to discuss the themes of ethics and community service as well. Books and four-way test posters are provided for classrooms, and school libraries, to support ongoing use of the concepts.

SCOPE:

Identify the intended audiences and activities of the club and beyond affected by this project or program.

This project will make the materials and presentation available to every 2nd grade student in Laramie County. The audience should not only include public schools but also private schools and homeschooled students.

While the majority of materials in the county will be provided through the Rotary Club of Cheyenne will provide materials for the central and east triad of LCSD1, the Cheyenne Virtual School, charter school, and private schools. The south triad of LCSD1 will be served through the Cheyenne Rotary After Hours Club.

PREREQUISITES:

Outline information required to be gathered, approvals or funding received, etc. for this project or program to start.



The project chair must determine the number of 2nd grade students and 2nd grade classrooms in the county by contacting LCSD1 and LCSD2 administrators, as well as the private schools.

Funding sources should be determined, and may include the Rotary Club of Cheyenne operating budget, grants from the Cheyenne Rotary Foundation and Rotary District 5440. Funding for materials for the south triad schools should be coordinated with the Cheyenne Rotary After Hours Club, to ensure that the south triad schools are covered.

Books and other materials are ordered based on numbers and estimates obtained.

RESPONSIBILITIES:

Identify the people that have a primary role in this project or program and describe what are they required to do. If necessary, include contact information here or reference a separate contact document.

Primary responsibility lies with the project chair, including initial communications with schools and districts, ordering of materials, enlisting volunteers and support. Chairperson may enlist additional project members to assist.

Interact Clubs at Central High School, East High School, and South High School may be enlisted to stamp materials as donated by Rotary, sort, and label materials to be ready to deliver.

Rotarians will deliver and present materials based on directives of individual schools.

TIMING:

Identify the overall timing of this project or program, from start to finish.

Contact LCSD1 student records by mid-September for student numbers. Estimate LCSD2 and private schools based on prior year numbers.

Order materials by September 20.

Delivery and presentation should be scheduled for October through mid-November. Communication to the schools should start in early fall. Materials ordered require a lead time 2-3 weeks lead time from ordering to receipt, depending on the quantity of materials ordered. Interact Club's require a month notice to plan for a time to stamp and sort the materials.

PROCEDURES:

List the steps required to complete this project or program, including who, what, when, where, why and how details whenever possible.

1. Contact LCSD1, LCSD2, and private schools to determine 2nd grade student enrollment and classroom estimates. Add to those estimates to provide for additional copies for Boys and Girls Club of Cheyenne and the Laramie County Public Library. Timing = by September 15.



2. Coordinate with Cheyenne Rotary After Hours Club to determine which schools they will be implementing the program with. Timing = Early Fall. The After Hours Club prefers to do their program between spring break and end of year.
3. Communicate with schools to share program information, determine participation, and determine whether each prefers actual books or ipad versions of books. Timing = Fall.
4. Order materials from the Andy and Elmer website.
<https://www.andyandelmer.com/placeorders.html> Timing = September 20. Consider the following:
 - a. Check to see if there are extra materials from previous year before placing the order.
 - b. Order 2 additional workbooks per class plus and 5-10% extra, bookmarks, at least one box of 36 books for new teachers and for Rotary readers, posters for teachers and libraries, to avoid having to reorder.
 - c. Order materials by the carton to take advantage of price discounts.
 - d. Determine delivery location (where books will be delivered). To avoid having to move the materials multiple times, try to arrange this same location for preparation and sorting.
 - e. You may prepare the order online and print the order and request a check from the Club treasurer to be mailed with the order, or you may pay for the materials on your credit card and request reimbursement from the Club treasurer by submitting a copy of the order and charge as well as the club request for reimbursement form.
5. Solicit Rotary volunteers and Rotaract volunteers to read and deliver books at each school. When asking, emphasize the benefit of reading and presenting the lesson plan (not just dropping off), and suggest making apple dumplings. Timing = 1 month before delivery and presentation to schools
 - a. Requests may be made via email (ClubRunner) as well as via meeting announcement.
 - b. Allow for Rotarians to request specific schools if they have a connection with the staff at that school or prefer a general location.
6. Update materials and print at Office Depot, using the Rotary store purchasing code for a substantial discount.
 - a. Letter to parents for each book.
 - b. Lesson plan for each classroom, plus one for each Rotarian reading.
 - c. Box label for each school.
7. When material has been received or date of delivery is known, coordinate with Interact Clubs to prepare the materials for delivery. Timing = Contact 1 month before delivery to Rotarians.
 - a. This works best as an assembly line process, with some people opening boxes, some stamping, the next inserting, the next counting into boxes by school, the next labelling and taping.
 - b. Materials are stamped as donated by Rotary Club of Cheyenne on the inside cover of every book and activity book. Because of the glossy nature of the inside covers, allow time to dry (1 hour) before closing or moving books.
 - c. Insert letter to parents and book mark inside the front cover of each activity book.



- d. Sorted and boxed based on estimated materials needed at each school. Boxes should be marked as to the school name and number of boxes. (Schools may have multiple boxes i.e. 1 of 3.)
8. Follow up with each school by calling the school to talk to the principal about the program and to get updated email addresses for the 2nd grade teachers. Email "Letter #2" to confirm participation and to notify when the materials will be available to be delivered and presented and the Rotarian name and contact info for the Rotarian who will be contacting them to coordinate timing and logistics of delivery and presentation. Timing = 2 weeks before requested delivery and presentation.
9. Deliver prepared material to Rotarian volunteers. Need volunteers to help with this. Timing = 2 weeks before requested delivery and presentation.
 - a. Notify all volunteers when and where they will be picking up the materials.
 - b. Bring prepared materials to a Rotary meeting.
 - c. Request each volunteer to sign out as having received the materials.
 - d. Instruct Rotarians on the preferred method of delivery and presentation. Disburse information required by Rotarian to coordinate with schools on timing and logistics of delivery and presentation, such as contact information and other relevant information.
 - e. Disburse instructions and printed lesson plan for presentation of materials to the Rotarian.
 - f. Request Rotarians to report when delivery and presentation has occurred.
10. Follow up with schools to determine future needs. Timing = no later than 2 weeks after delivery and presentation.
11. Follow with Rotarians to ensure delivery to schools.
12. Prepare written reports for applicable grants received and annual report to summarize project and results. Timing = June 30

REPORTING & DOCUMENTATION:

List all of the documentation that must be created or maintained as part of this project or program, where that documentation is stored. Note: this SOP and all related documentation should also be stored on the Club's website. Documents should be stored in Word or Excel formats; the website does not support PDF files. If you need assistance with that, please contact the Club's web editor.

- Project Budget
- School Contact List
- Letter to Introduce Project to Schools
- Student and Classroom Estimates
- Rotary Volunteer List
- Delivery and Presentation Instructions
- Andy & Elmer Lesson Plan



REFERENCES:

List references and resources (including Rotary International publications, etc.) that are useful in understanding this project or program.

- Project overview, ordering, and other resources <https://www.andyandelmer.com/home.html>
- Andy and Elmer Flyer for Teachers (Word and PDF)
- Letter to Parents (Word & PDF)
- Lesson plan (Word & PDF)
- Box label (Word & PDF)
- Book stamps
- School and volunteer worksheet (Excel)
- Easy Apple Dumpling Recipe (Word & PDF)
- Letter to School – First Contact (send via email) and Letter to School – Second Contact (send via email)

DEFINITIONS:

Identify and define frequently used terms or acronyms that are useful in understanding this project or program. None