



## THE WONDER OF READING

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### PARTNER SCHOOL PROPOSAL

#### PROGRAM OVERVIEW

The Wonder of Reading is a nonprofit organization, created in 1994, whose purpose is to ***inspire in children the love of reading***. We are committed to education's highest aims—encouraging thoughtful curiosity and a desire for lifelong learning. Our aim is to enable children to experience the wonder of reading, where “wonder” is defined as “the state of mind produced by something new, unexpected, or extraordinary.” Our students need to be both proficient in reading and excited about reading. We help meet that need with an immediate, tangible, and enduring partnership.

The Wonder of Reading achieves its purpose through our unique Program. First, we partner with elementary schools to design, renovate, and outfit their library space, making it more useful and inviting to young students. To complete the work on the library's physical space, The Wonder of Reading replaces outdated books with \$10,000 worth of new books to restock the library collection. Then, as part of a comprehensive package designed to enhance literacy programs on an ongoing basis at the schools, we train volunteers to read one-on-one with struggling students. We also offer a family reading program and literacy grants for library books.

The Wonder of Reading is proud of our ability to establish a lifelong impact for our schools. A principal from a recently opened school noted, “The Wonder of Reading program has been a life changing experience for our students. The students have increased their comprehension, fluency and self-esteem. With their willingness to volunteer, the parents and community have created a bond with a single goal in mind.”

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## **PART I: GUIDELINES**

Elementary schools (grades K-6) within the Greater Los Angeles area that meet our basic requirements are eligible to complete a Program Proposal. The prerequisites are:

### **A. BUILD AND RETAIN A LITERACY LEADERSHIP TEAM (LLT) THAT COMMITS TO:**

1. Appoint two Volunteer Coordinators to oversee literacy efforts
2. Meet at least once a month
3. Focus on creating and maintaining The Wonder of Reading's literacy programs.
4. Maintain the library facility (ex. Library physical maintenance, book collection, and hours of operation)

### **B. RENOVATE:**

The elementary school library is renovated to make it more useful and inviting to students.

#### **a. *Space:***

The school must secure the space necessary to increase the size of the library. The space must be approximately 1,500 square feet located on the ground floor and approved by the district before submitting a proposal. In addition, the space must be in a permanent building; bungalows and storage rooms are not acceptable.

#### **2. *Funding:***

The school must have a minimum of \$50,000 (for items excluded from the standard scope of work) to request a proposal.

For your reference, most schools spend approximately \$120,000 for the entire project. Construction will only begin once all funds are placed in the appropriate accounts confirmed by the District.

#### **3. *Typical Elements of a Wonder of Reading library include:***

- Approximately 120 lineal feet (LF) of bookcases with six shelves (five adjustable shelves).
- Story steps (amphitheater) for group reading and storytelling.
- Reading Stations for volunteers to read one-on-one with their students.
- A cozy area (carpeted nook) for small group and quiet reading.
- A control desk which accommodates three student computer stations and one computer station for the librarian.
- New window blinds.
- New paint.
- New carpet.
- Furniture (tables, chairs, storage cabinets, display cabinets, etc.).

#### **i. *The Wonder of Reading Scope of Work:***

*The measurements may vary slightly at each site.*

- a. 120 LF of 84" h x 5' w x 12 5/8" d bookcases with 6 shelves
- b. 3 LF of 72" h x 36" w x 12 5/8" d bookcases with 4 shelves
- c. 3 LF of 60" h x 36" w x 12 5/8" d bookcases with 4 shelves
- d. 9 LF of 48" h x 60" w x 12 5/8" d bookcases with 3 shelves
- e. 150 LF of wood base molding
- f. Hand rail and grab bar for story steps
- g. 46 Sq.Yds Vertical Carpeting (no installation)
- h. Counter tops (30" x 72") for reading stations
- i. Window blinds (8 windows max.)

## II. School District Scope of Work:

*This is a sample list for construction.*

- j. Demolition and preparation of rooms for The Wonder of Reading library
- k. Lead and asbestos abatement
- l. Relocation of electrical outlets and technology
- m. Capping or relocating any plumbing
- n. Other items to consider purchasing:
  - i. Control desk
  - ii. Storage and display cabinets
  - iii. Tables and Chairs

## C. RESTOCK:

We replace worn and outdated books with \$10,000 worth of current culturally relevant new books.

### 1. **Preparation:**

We encourage schools to have their book collection weeded. This includes, but is not limited to, ridding the collection of all outdated, broken or defaced books that are beyond repair. Los Angeles Unified School District (LAUSD) schools should contact their local district Library and Information Services for assistance with book collection weeding.

### 2. **Book Order:**

We contract with Perma-Bound to guide you through the process of selecting and ordering your new books. The Wonder of Reading will have final approval of your book list and will be responsible for the payment of the books. This amount will not exceed \$10,000.

## D. Literacy Programs:

While the library is under construction, The Wonder of Reading supports the school's effort to recruit volunteers to read one-on-one with students who may benefit from a reading partner/mentor. Volunteers read with their students for one hour a week or every other week during school hours in the new library for the entire school year. Many of our volunteers read with the same student for several years, making a tremendous impact on the child's life.

Teachers select students from their classroom to participate in this program. The Volunteer Reading Partner Program is an incredibly enriching experience for volunteers and students alike.

### 1. **School's Commitment:**

a) Appointing two Volunteer Coordinators to work with the Literacy Leadership Team (LLT) and oversee the school's volunteer efforts. These appointed individuals must be accessible during the school day to The Wonder of Reading and volunteers. (For more details, see attached *Form D-Volunteer Coordinator Responsibilities*).

b) Recruiting a minimum of 30-50 adult volunteers (minimum of 16 years old) to read one-on-one with students for an hour every week or every other week during the school day, for at least six months. Volunteers must attend our three-hour training in order to be considered official Wonder of Reading volunteers.

c) Maintaining the ongoing reading partner program.

### 2. **The Wonder of Reading's Commitment:**

a) The Wonder of Reading meets with the school's Literacy Leadership Team to discuss volunteer recruitment and retention methods.

b) Each time your school has recruited 30 volunteers, The Wonder of Reading provides an extensive three-hour training at the school site. The three-hour volunteer training session is student-centered and involves many different techniques, including book selection, partner reading, reciprocal questioning, word games, phonic exercises, and writing. Developed by Dr. Phillip Kligman, former professor of elementary education at California State University, Northridge, the volunteer training focuses on having fun with reading by building upon the child's interests. It emphasizes getting students excited about reading and building their confidence so that they will become life-long readers and thus life-long learners.

c) The Wonder of Reading works closely with the school-designated Volunteer Coordinators to support the volunteer program. We provide a significant amount of support for the volunteers, and our staff is available to answer questions or to provide assistance. However, volunteers should get their primary support from your school. The school commits to recruiting, nurturing, and growing their volunteer reading program for the long-term by maintaining Volunteer Coordinators and your Literacy Leadership Team.

d) The volunteer programs at our partner schools are ongoing. We offer trainings throughout the year; these trainings are open to new volunteers at all of our schools.

**3. Literacy Programs:**

In order to meet the increasing needs of our school constituencies, The Wonder of Reading is supporting additional ongoing programs. To learn more, please see *Appendix D: Programs*

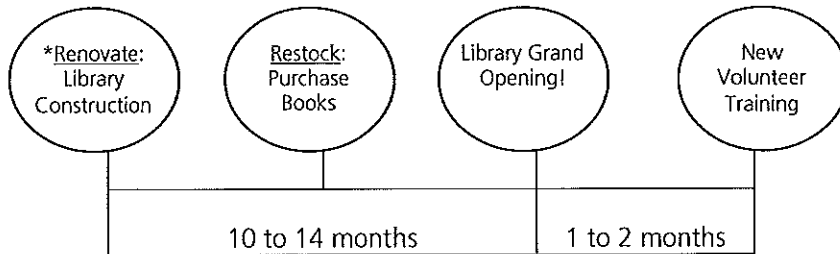
**E. TIPS AND RECOMMENDATIONS TO COMPLETE A PROGRAM PROPOSAL**

- 1) Literacy Leadership Teams should visit a newly renovated library. Please see *Appendix A: Library Grand Opening* for the schedule.
- 2) Appointed Volunteer Coordinators will benefit from attending a New Volunteer Training. Please see *Appendix B: Volunteer Training Schedule*.
- 3) Contact a local Wonder of Reading school for "insider" information about the Program. Please see *Appendix C: School Maps*.
- 4) Begin building relationships with potential sources for volunteers. Volunteer recruitment often takes a long time.
- 5) Do not stop fundraising!

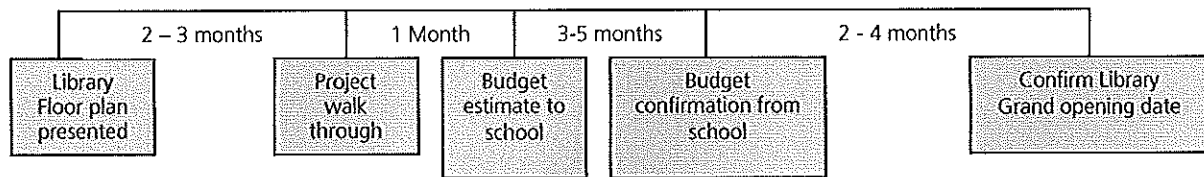
Guidelines continued...

## F. SCHOOL PARTNERSHIP AND COMMITMENT TIMELINE

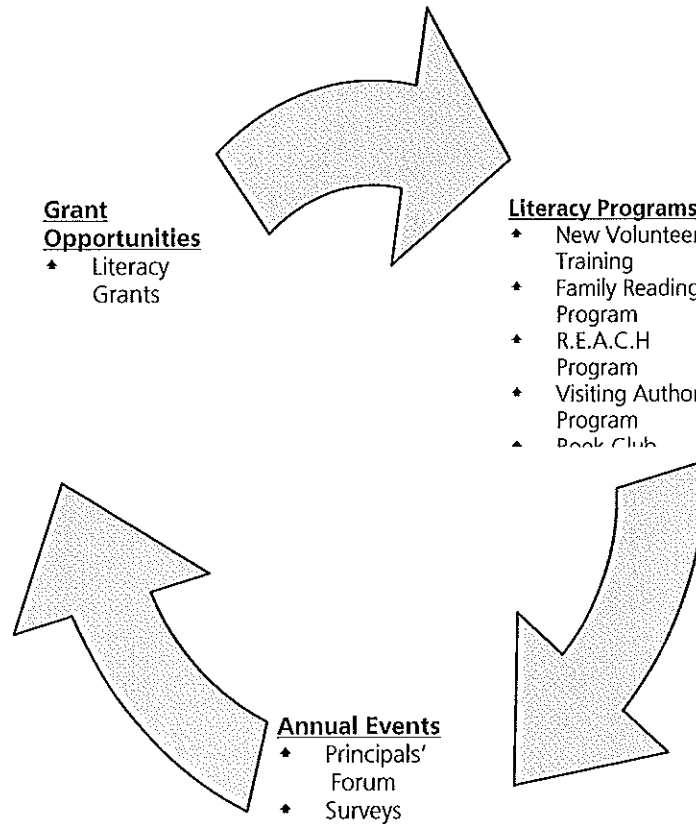
### 1. Program Implementation Timeline:



### \* Renovate Timeline (before construction):



**2. Ongoing Partnership:**



**PART II: PROPOSAL COVER PAGE**

Be sure to thoroughly review the proposal *Guidelines* before starting the *Wonder of Reading Program Proposal*. Questions or concerns? Contact Shelley Jacobs, at 323.634.7102 or sjacobs@wonderofreading.org.

**Mail materials to:**

The Wonder of Reading  
 Attn: Shelley Jacobs  
 5371 Wilshire Blvd., Suite 210  
 Los Angeles, CA 90036

**Use the checklist below to be certain your proposal is complete.**

<u>ITEMS</u>	<u>PAGE NUMBER(S)</u>	<u>COMPLETE</u>
Wonder of Reading Program Proposal	6-11	<input type="checkbox"/>
Form A: Space Approval	12	<input type="checkbox"/>
Form B: Budget	13	<input type="checkbox"/>
Form C: Literacy Leadership Team	14	<input type="checkbox"/>
Form D: Volunteer Coordinator Contact Sheet & Responsibilities	15-16	<input type="checkbox"/>

**PART III: Wonder of Reading Partner School Proposal**

*A typed document is the only accepted format. Do not re-create forms.*



**THE WONDER  
OF READING**

GENERAL INFORMATION

\_\_\_\_\_  
School Name District

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone Fax

\_\_\_\_\_  
Principal Principal's Email

\_\_\_\_\_  
Assistant Principal Tenure of Current Administration

\_\_\_\_\_  
School Board Member District

SCHOOL INFORMATION

\_\_\_\_\_  
Instructional Calendar - Total Number of Students (K-6) - % of ELL Students

\_\_\_\_\_  
% of Title1 Students - % of Neighborhood Students - % of Bussed Students

\_\_\_\_\_ Latino \_\_\_\_\_ Black \_\_\_\_\_ Asian \_\_\_\_\_ Caucasian \_\_\_\_\_ Ps Isl

\_\_\_\_\_ Filipino \_\_\_\_\_ Al/Alsk

Demographic Breakdown of Student Body

% of population with primary languages other than English: \_\_\_\_\_

% of students reading below grade level in each grade level: \_\_\_\_ 1 \_\_\_\_ 2 \_\_\_\_ 3 \_\_\_\_ 4 \_\_\_\_ 5

Do you serve Head Start? Yes \_\_\_\_ No \_\_\_\_

Please list any current specific pre-school/ pre-K literacy programs or interventions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FORM A –SPACE APPROVAL**

Does your school have two adjacent rooms each the size of a regular classroom or approximately 1,500 square feet on the ground floor designated for the library? Storage rooms or work rooms are not acceptable; may not be in a temporary building. Yes \_\_\_\_ No \_\_\_\_ . If yes, please complete and attach *Form A-Space Approval*.



**FORM B –BUDGET**

Does your school have at least \$50,000 committed to Renovate your library?  
Yes\_\_\_\_ No\_\_\_\_. If yes, please complete and attach *Form B-Budget*.

**FORM C –LITERACY LEADERSHIP TEAM**

Does your school have a literacy leadership team? Yes\_\_\_\_ No\_\_\_\_. If yes, please complete and attach *Form C- Literacy Leadership Team*.

**FORM D- VOLUNTEER COORDINATOR CONTACT SHEET**

Have you appointed two volunteer coordinators to manage the Read programs? Yes\_\_\_\_No\_\_\_\_.  
If yes, please complete and attach *Form D-Volunteer Coordinator Contact Sheet*.

1. What is the Literacy Leadership Team’s (LLT) vision for a Wonder of Reading library and literacy program implementation? Please describe the goals and the expected impact it will have on your school community. *Please attach a separate sheet.*

2. LIBRARY OPERATIONS

- a. Number of volumes in library: \_\_\_\_\_
- b. Ratio of students to books: \_\_\_\_\_:\_\_\_\_\_
- c. How many books did you purchase last year? \_\_\_\_\_
- d. When did Library Services last weed your collection? \_\_\_\_\_
- e. Average age of books in the library \_\_\_0-5yrs \_\_\_6-10 yrs \_\_\_11-20 yrs \_\_\_21+ yrs.
- f. How many books were removed from circulation at the last weeding? \_\_\_\_\_
- g. Library’s Hours: From \_\_\_\_\_ To \_\_\_\_\_
- h. How many books can students check out? \_\_\_\_\_
- i. How often does each class visit the library? \_\_\_\_\_
- j. What is the duration of each class visit? \_\_\_\_\_
- k. Is the library open during lunch? Yes\_\_\_\_ No\_\_\_\_ and recess? Yes\_\_\_\_ No\_\_\_\_
- l. Can students check out books at these times? Yes\_\_\_\_ No\_\_\_\_
- m. Are parents able to check out books? Yes\_\_\_\_ No\_\_\_\_ When \_\_\_\_\_
- n. Do you plan to have the library open before/ after school or on weekends? Yes\_\_\_\_ No\_\_\_\_  
If yes, what are your funding source(s)? \_\_\_\_\_
- o. What certification or training has librarian received? \_\_\_\_\_
- p. Do you plan to extend librarian hours? Yes\_\_\_\_ No\_\_\_\_
- q. Hours served daily by librarian. 3\_\_\_\_ 6\_\_\_\_ other \_\_\_\_\_  
If yes, what are your funding source(s)? \_\_\_\_\_
- r. Do you plan to hire a Library Media Teacher? Yes\_\_\_\_ No\_\_\_\_  
If yes, what are your funding source(s)? \_\_\_\_\_
- s. Do you have a librarian? Yes\_\_\_\_ No\_\_\_\_
- t. Is she/he full time? Yes\_\_\_\_ No\_\_\_\_
- u. Please describe any gaps in your collection. *Please attach a separate sheet.*

3. Library Condition

- ↓ We do not have a library
- ↓ Our library has very little or nothing in it
- ↓ Our library needs renovations
- ↓ Our library is in good condition but we need new books
- ↓ Other (describe)\_\_\_\_\_

4. Technology

- a. Do the students have access to computers in the library? \_\_\_\_ Yes \_\_\_\_ No
- b. What types of computers do you have? \_\_\_\_\_
- c. How old are the computers? \_\_\_\_\_ 1-3yrs \_\_\_\_\_ 4-6 yrs \_\_\_\_\_ 6+ yrs
- d. What condition are your computers in? \_\_\_\_\_
- e. Do the computers have internet access? \_\_\_\_ Yes \_\_\_\_ No
- f. What A/V equipment is used in the library? \_\_\_\_\_
- g. Is your catalog system automated? \_\_\_\_ Yes \_\_\_\_ No
- h. If so, what system do you use? \_\_\_\_\_
- i. Is the catalog system currently operational? \_\_\_\_ Yes \_\_\_\_ No

5. What school-wide literacy activities or programs does your school currently conduct during the year? *Please list five examples.*

	Activity/ Program	Participants (# of)	Frequency	Age of Activity/ Program
1.				
2.				
3.				
4.				
5.				

6. What new literacy programs is your Literacy Leadership Team (LLT) planning for your school?  
Please list five examples.

	Activity/ Program	LLT Point Person	Frequency
1.			
2.			
3.			
4.			
5.			

7. What are the names and titles of the people at your school designated as The Wonder of Reading Volunteer Coordinators to co-manage the volunteer effort? See Form D-Volunteer Coordinator Responsibilities for more information.

Volunteer Coordinator Name (1): \_\_\_\_\_ Title: \_\_\_\_\_  
 Volunteer Coordinator Name (2): \_\_\_\_\_ Title: \_\_\_\_\_

8. The goal of The Wonder of Reading Programs is to place a minimum of 30-50 volunteer reading partners in each school. The school must commit to recruiting and retaining adult volunteers to meet this goal. See pages 2 and 3 for further information regarding programs.

In the following chart, please list five potential volunteer sources, the Literacy Leadership Team (LLT) member overseeing the recruitment effort, and the steps taken to contact these sources.

	Recruitment Sources	LLT Point Person	Contact Plan
1.			
2.			
3.			
4.			
5.			

9. PARENTAL INVOLVEMENT

a. How are parents involved at the school? *Please attach a separate sheet.*

b. What services, educational workshops and resources in the area of literacy does your school provide for parents? *Please list five examples.*

	Services / Resources	Length of Service
1.		
2.		
3.		
4.		
5.		

10. Which community organizations, programs, or corporations are your school affiliated with?  
*Please list examples for each.*

	Organization Name	Nature of Partnership	Age of Partnership
1.	<i>Funding partner</i>		
2.	<i>Educational partner</i>		
3.	<i>Regular volunteer groups</i>		
4.	<i>Other community partner</i>		
5.	<i>Literacy programs</i>		
6.	<i>Parent groups</i>		

*Please attach a separate sheet to list additional community partners.*

11. In order to maintain the library at the same level of quality established at the Library Grand Opening, at least \$2,500 should be set aside each year to maintain the library. For example, cleaning and/or replacing carpet and paint. Has your Literacy Leadership Team set up an account for this purpose? Yes \_\_\_\_\_ No \_\_\_\_\_.

