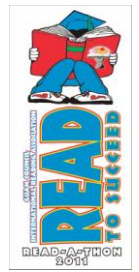




## Guam Council – International Reading Association Read-A-Thon 2011 “Read To Succeed”



### SCHOOL REPRESENTATIVE / TEACHER GUIDELINES

- Goal:** Encourage students to read for a variety of reasons, including for recreation and information.
- Sponsor:** Guam Council - International Reading Association
- Dates:** READ-A-THON WEEK is February 5 - 12, 2011
- Places:** Schools and homes island-wide
- Activity:** Reading may be done anytime or anywhere such as in the classroom, library, or at home during Read-A-Thon Week. To participate, Students in 2<sup>nd</sup> grade and below “pledge” to read or be read to for at least three hours and students in 3<sup>rd</sup> grade and above “pledge” to read for at least six hours during Read-A-Thon Week.

### Schedule of Events for READ-A-THON 2011

WHEN	WHO	WHAT
January 15, 2011 Saturday	Read-A-Thon School Representative	Pick Up Parent/Guardian Permission Forms explaining purpose and procedures at the Sheraton Hotel from 8:00 A.M. to 10:00 A.M.
January 17, 2011 Monday	Read-A-Thon School Representative	Distribute Parent Permission Forms to students.
January 18, 2011 Tuesday	Parent & Student	Review and return signed Permission Form to teacher.
January 22, 2011 Saturday	Read-A-Thon School Representative	<b>Attend Orientation of Procedures</b> and pick-up materials for Read-A-Thon at <b>Agana Heights Elementary School Cafeteria</b> from 8:00 A.M. to 10:00 A.M. Submit list of teachers and students participating.
January 24, 2011 Monday	Read-A-Thon School Representative	Conduct an Orientation of Procedures for teachers and distribute materials provided by the council.
January 28 – 31, 2011 Friday - Monday	Read-A-Thon School Representative and/or Teachers	Print all required information on pledge cards clearly. See School Representative for sample.
January 31, 2011 Monday	Teachers	Distribute pledge cards to students ( <b>DO NOT DISTRIBUTE BEFORE MONDAY, JANUARY 31, 2011</b> ).
January 31 – February 16, 2011 Monday - Wednesday	Students	SOLICIT and COLLECT PLEDGE MONEY.
<b>February 5, 2011 Saturday</b>	Everyone	<b>Read-A-Thon 2011 Kick-Off at Ordot-Chalan Pago Elementary Cafeteria from 8:00 A.M. – 11:00 A.M.</b>
<b>February 5 – 12, 2011 Saturday - Saturday</b>	Everyone Participating	<b>READ, READ, READ!</b> <b>Support Read-A-Thon 2011 activities.</b> <b>Record time spent reading on pledge cards.</b>
<b>February 16, 2011 Wednesday</b>	Parents & Students	Turn in money to teachers (ON-TIME MONEY IS DUE TO BE ELIGIBLE FOR TOP 10 STUDENT PRIZES ISLAND-WIDE)
February 17, 2011 Thursday	Teachers	Calculate time spent reading, determine student prize category, compile class record of money, check pledge cards for accuracy, write student's name, grade, and school on memo section for checks, etc.,... and submit to Read-A-Thon School Representative.

February 18, 2011 Friday	Read-A-Thon School Representative	Submit all pledges and cards to IRA at the Bank of Guam Main Branch in Hagatna. ONLY money turned in by the 6:00 P.M. deadline will be considered "ON-TIME" for ALL MAJOR PRIZES.
February 21 – 28, 2011 Monday – Monday	Read-A-Thon Committee, Read-A-Thon School Representatives, Teachers, IRA Members, and Volunteers	Count pledges and record computer data information to determine prize winners at Bank of Guam Main Branch in Hagatna from 2:30 P.M to 5:00 P.M. Teachers are highly encouraged to volunteer for at least one day. Incentive will be given daily.
March 12, 2011 Saturday	Read-A-Thon Chairperson	Read-A-Thon 2011 "Read To Succeed" Winners will be announced at the Sheraton Hotel.
March 12, 2011 Saturday	Read-A-Thon School Representative	Pick up individual school Read-A-Thon Report and submit all other reports at the Sheraton Hotel from 8:00 A.M. – 11:00 A.M.
March 14, 2011 Monday	Read-A-Thon School Representative	Distribute Read-A-Thon Report to teachers.
March 17 - 18, 2011 Thursday – Friday	Teachers	Turn in Read-A-Thon Report discrepancies to School Representative (check prize categories).
March 18, 2011 Friday	Read-A-Thon School Representative	Discrepancies for any student prize category or teacher percentage must be e-mailed to <a href="mailto:readathon2011@gmail.com">readathon2011@gmail.com</a> or submitted to Nel Pendon-Limtiaco at Agana Heights Elementary School Library by 5:30 P.M.
March 22, 2011 Tuesday	Read-A-Thon School Representative	<b>FINAL DEADLINE</b> for ANY DISCREPANCIES must be e-mailed to <a href="mailto:readathon2011@gmail.com">readathon2011@gmail.com</a> or submitted to Nel Pendon-Limtiaco at Agana Heights Elementary School Library by 5:30 P.M.
March 26, 2011 Saturday	Read-A-Thon School Representative	<b>Prize Distribution from 9:00 A.M. to 11:00 A.M. at Ordot-Chalan Pago Elementary Cafeteria. Pick-up student and teacher prizes.</b>
March 28, 2011 Monday	Read-A-Thon School Representative	Distribute prizes to teachers and students.
April 9, 2011 Saturday	Participating Teachers	<b>SPEND IT ALL! SPEND IT NOW!</b> At Ordot-Chalan Pago Elementary School Cafeteria from 9:00 A.M. to 11:00 A.M. Spend voucher on books, novelties, and teacher resources at the IRA tables.
April 16, 2011 Saturday	Read-A-Thon School Representative	Luncheon at Sheraton Hotel from 11:00 A.M. to 2:00 P.M.
April 23, 2011 Saturday	Read-A-Thon Winners (Student / Parents)	Luncheon at La Cascata, Sheraton Hotel from 11:00 A.M. to 2:00 P.M.

**Nel Pendon-Limtiaco**  
 Chairperson  
 Agana Heights Elementary School \* 477-8340 / 8060  
 Email: [readathon2011@gmail.com](mailto:readathon2011@gmail.com)