



National Grange's Words for Thirds Program

The Dictionary Project

Instruction and Presentation Guide

Enclosed, please find the following materials for your program:

- Instruction and Presentation Guide
- Sample Letter
- Dictionary Project Overview
- Dictionary Order Form
- Label Template (Avery 5168)
- Sample Press Release
- Sample Media Advisory
- Participation Form

Instruction Guide

Below is a step-by-step guide of how to donate dictionaries. For more detailed information, please visit www.dictionaryproject.org.

Step 1: Determine how many dictionaries you can donate. Please refer to the order form for the cost of the dictionaries.

Step 2: Contact the local school principal or school administrators. If you would like to include more than one school, contact the school district superintendent.

Enclosed, please find a sample letter that can be customized and modified if you would like to make contact via a letter.

When communicating with school officials, please ask that the teachers are notified so they can prepare students on the use of dictionaries.

Step 3: Once you know how many dictionaries you will need for the school(s), place your order. Please be sure to order enough dictionaries so that you can give one to each teacher and place a few copies on the classroom bookshelf.

Step 4: After the dictionaries arrive, place a label in the front cover. Enclosed, please find a label template that has space to put the child's name and your Grange's Name. Please use Avery Labels #5168. These labels can be purchased at most office supply stores and photocopied using the template. The label template can also be downloaded from the National Grange website - www.nationalgrange.org.

Step 5: Once you have confirmed a date with the school, customize the enclosed press release and distribute it to the local media immediately. Please note that each media outlet accepts press releases differently. It is best to contact each media outlet to determine when and how to send the press release. The earlier you distribute the release the better. Always call to confirm that the media has received your press release.

When calling, this is a good time to determine whether or not the media is interested in the event. If they say that they cannot attend, ask if they would be interested in receiving a brief summary and pictures from the event. If they are interested in receiving post-presentation materials, ask who to send it to, carefully record the information, and create a packet with the press release, a summary highlighting how many children received dictionaries, how many Grange members were in

attendance, and quotes from Grange members, students, and teachers. Also, make sure you note who is in the picture. Send the packet to the media contact and call to confirm its acceptance.

Step 6: One week before the dictionary presentation, customize and distribute the media advisory to the local media to alert them about your community service program. The media advisory is just a reminder to the media. It highlights important information about the event – who, what, when and where. Always call to confirm that the media has received your advisory. This is also a good time to find out which media outlet will be in attendance. Make special notes about who is coming and plan to welcome them when they arrive.

Step 7: Present dictionaries to third graders – please refer to the Presentation Guide to presentation tips and suggestions. Take pictures of your visit and presentation to the students.

Step 8: Please send the presentation form and any pictures to the National Grange. This information will be posted on the National Grange Website.

Dictionary Presentation Guide

Here are some suggestions for your Dictionary presentation:

- Introduce yourself. Distribute the dictionaries. Tell the students to put their first and last name on the label that you placed in the dictionary so that if they lose it, it can be returned.
- Explain that you are visiting their school to give each student their own personal dictionary as a gift from your Grange.
- Ask if anyone has ever heard of the Grange, and if a student has, ask him or her to talk about it, then define what the Grange is and talk briefly about the organization. Try to engage the students as much as possible because they should contribute to the conversation. It is not unusual that in some classrooms the students won't have anything to say.
- Ask why people use dictionaries. Then emphasize the importance of spelling words correctly. A command of the English language makes you more effective in your work. You may have your own personal experience that you want to share.
- Look up at least one word, but not more than three words. (Please note that the word GRANGE is now in A Students Dictionary. You can choose to look up the word Grange as one of the words.). You can also ask the students if they can suggest a word to look up.
- Go through the dictionary to explain other information displayed in the dictionary
- Make sure to give the teacher a copy of the dictionary as well.
- Take a few extra dictionaries and labels for new students.
- Your visit should last 10-15 minutes.

For more information about the Dictionary Project, please contact:

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www.dictionaryproject.org