



***A Project Sponsored by  
Reading Reaches, Inc.***

Thank you for your support of The Dictionary Project Kansas City and for agreeing to distribute dictionaries to our third graders. This packet includes the following:

- Distributing Dictionaries, Step-by-Step
- Classroom Script
- Dictionary Project Fact Sheet.

We at Dictionary Project Kansas City, as well as the third graders in our community, thank you for your support.

A handwritten signature in black ink, appearing to read 'Christopher Hope'.

Christopher Hope,  
Executive Director  
Dictionary Project Kansas City

## Distributing Dictionaries, Step-by-Step

Thank you for volunteering to distribute dictionaries to our community's third graders. Prior to your contacting the school, we have confirmed the school's interest and dictionary count. However, sometimes that communication breaks down so please reconfirm that the number and type of dictionaries (standard and \ or Spanish English) is correct. And if there is any question of the school staff that you cannot easily answer, please tell them that the program Director will respond. Then call us (816-763-5205) and let us know.

We are happy to discuss any questions that you or school staff might have.

1. Coordinate with us to pick up your dictionaries and school assignment(s) and school fact sheet. Generally, our pickup location is a dock at Hallmark Cards in downtown Kansas City, immediately north of the office building at 2550 Grand Ave. (This is about one block south of the Crown Center Square.)
2. We will provide you with a school fact sheet that will give you the following information: School name, contact name and phone nr, address, and number of dictionaries that you will be distributing.
3. You are responsible for scheduling a distribution time. **ALTHOUGH THEY KNOW YOU ARE COMING, THEY DON'T KNOW WHEN.** Arrive at the school 15 minutes early, and check in at the office.
4. Some schools will combine classes for this presentation; some will ask you to present to each class separately. Ideally, you will present to each class individually, because these presentations tend to work best with groups of 25 to 30. Expect to spend about 30 minutes per class (Don't overstay your welcome!). Overall, your total time in the school will be about 30 minutes times the number of presentations.
5. We like to use the script on the following page, but feel free to adopt it to your own style. Please follow this general flow, however.
6. If there are flyers and/or bookmarks included in your box, please leave one of each with each teacher and the school principal.
7. Ask one teacher or principal to sign the agreement/receipt which will be found in the box with the dictionaries. Leave a copy of the completed form with the teacher or principal, and return one copy to The Dictionary Project Kansas City. (mail or fax to 816-763-5205) Please write your own name, address and phone nr \ email address on this agreement \ receipt as well so that we can keep track of which volunteers visited which school.
8. One of items on the receipt \ agreement is a commitment by the school to furnish us written information about how they used the books. We use this information to reassure our funders that their donation is being used wisely. Most schools fulfill this requirement by having the students write "Thank You" letters. Letters to us or to any other funder can be sent to the address on the form. We will cheerfully forward them on.
9. Leave any extra dictionaries with the teacher (usually the last one you talk to) and explain that these are for late enrollees, and for replacements for those dictionaries that are lost. If you find you are short, please contact us as soon as you can, and we will deliver extras to the school.
10. **Have fun in the classroom!**
11. And please call if you have questions or comments - 816-763-5205

# Classroom Script

People who present to several different schools find their own rhythm when presenting, but this is what works for us.

With the teacher's help, ask the students to clear everything from their desk except a pencil or pen.

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Good Morning, My name is \_\_\_(name)\_\_\_ and I want to talk about dictionaries. Does anyone know what a dictionary is used for? (You are looking for "finding the spelling of a word" and "finding the meaning of a word". You might also get them to mention "parts of speech" and "pronunciation" and "syllables".)

Since you obviously know what dictionaries are used for, let's pass some out. Today we are presenting dictionaries to each of you to keep. Turn to the first page. (Display the inside cover with the sponsoring organization's sticker and have one student read it.) (This organization) knew that the third grade students of \_\_\_\_\_ school did not have their own dictionary, so they bought you one and asked us to deliver it. Since this is your book, you need to write your name on the page with the sticker, first name and last name, neatly. If this book is lost, we want to the person who finds it to return it to you.

Let's look a few words up together. (Designate a student to write on the board if possible). Let's look up "Team". What letter does "team" start with? Using the guidewords in the top corners of the pages, let's find words that begin with the letter "T". For those of you who are finding the word, help the person next to you. (Select one student to read the definition. You may need to help with a couple of words in this definition.)

Note that there is more than one definition for the word "Team". The first one describes us when we work together.

Now that you have found the word, make a mark in the margin with you marker. Either a dot, or an "X". This indicates that this is now "Your Word". You have looked this word up. At Christmas, and at the end of the school year, you can go back through your dictionary and see how many words you have learned.

(Similarly, you can look up one or two additional words. We suggest "success", "respect", "wisdom", "persevere", "possible", "courteous")

Since this is your dictionary, you will need to take care of it. How do we take care of books?

Does anyone have any questions? Thank you for letting me join you today.

(One question that often comes up is "Can we take this home?" I stress that this is their personal dictionary, but their teacher will decide if the books stay in school or whether they go in the backpack to go back and forth)



## ***A Project Sponsored by Reading Reaches, Inc.***

Helping Kansas City-area children discover the meaning of “success,” “respect” and “resilience” is the mission of The Dictionary Project Kansas City. Our goal is to give a dictionary to every third-grader in every elementary school in the five-county metropolitan area every year. Our program is volunteer-driven, and donor funded.

You can help fulfill the goal and set children on the road to lifelong learning:

- **Provide ongoing support to a specific school(s).** With a tax-deductible donation of only \$175 per year per school, you can give dictionaries to all third-graders in a specific school(s). This option allows you to form a relationship with a school and students by presenting the dictionaries. You can support a school of your choosing, or The Dictionary Project Kansas City can identify schools that, through a recent needs assessment, have expressed interest and need. We ask you to consider supporting schools in at-risk areas --- students in those schools derive particular benefit from dictionary ownership.
- **Make an undesignated donation.** This allows The Dictionary Project Kansas City to provide dictionaries to children in schools that are located in at-risk areas, that have particular needs for reference materials and/or that have not already been “adopted” by a donor.
- **Tell a teacher or principal about our program.** Although we have contacted many schools in the area, we still need to reach out. Please help spread the word.
- **Volunteer.** We can use your assistance visiting schools and passing out dictionaries to eager third graders. We also have an ongoing need for help with our various on-going fundraisers.

**Please make checks payable to:**

The Dictionary Project Kansas City

**Mail to:**

Dictionary Project Kansas City  
9717 Harvard Avenue  
Kansas City MO 64134

**Contact us with questions or comments**

**by email:**

Director@DictionaryProjectKC.org

**by phone:**

816-763-5205

**by U. S. Mail:**

Dictionary Project-Kansas City  
9717 Harvard Avenue  
Kansas City MO 64134

**For more information, visit our Website:**

[www.DictionaryProjectKC.org](http://www.DictionaryProjectKC.org)

## General information

- Established as a fund of the Truman Heartland Community Foundation a 501-(c)-3 organization, during spring 2002
- Patterned after the highly successful chapter of The Dictionary Project in South Carolina, which distributes about 8,000 dictionaries each year. The Kansas City chapter distributed its first shipment of dictionaries during the 2002-2003 school year. Priority is given to schools and students in at-risk areas.
- Managed by Reading Reaches, Inc., a Kansas City-based not-for-profit organization which promotes children's literacy initiatives
- Governed by a volunteer board of directors and served by additional volunteers. The organization does not employ staff nor pay rent for facilities.

## Project Scope and Goals

- Distribute dictionaries to elementary schools in the Kansas City twelve-county area during each school year, with priority emphasis on schools and students in at-risk areas.
- Help establish ongoing relationships between donors and schools.

## Board Members

- **Christopher Hope**, executive director, is founder of Reading Reaches Inc, a non-profit organization involved with children's literacy issues. His many volunteer projects revolve around literacy, children, aviation and preventing domestic violence. Chris is a construction project manager for Crown Center Redevelopment Corp.
- **Linda Fewell** has worked in communications at Hallmark Cards for more than 15 years. A former teacher of high school speech, drama and English, she also appears from time to time as a broadcast and stage performer. She volunteers in public schools and for Heart of America United Way.
- **Bill Kalahurka** is a partner in the Development Foundation, a not-for-profit fund-raising consulting group that assists churches and small not-for-profits with capital campaigns. Recently, he also was host and narrator of KSHB Channel 41's Emmy Award-winning "Kansas City Crossroads." His lifelong interest in history and the arts is reflected in his volunteer pursuits
- **Renee VanErp** is the Director of External Affairs, University of Kansas School of Medicine. She is a former English teacher who has written and produced the award-winning "Crossroads" series for KSHB Channel 41 in Kansas City. She volunteers for the American Cancer Society.
- **Rebecca Lake Wood** is an attorney who practiced in the Kansas City area for 17 years before entering public service as the public guardian for Jackson County, Mo. She is an officer in Reading Reaches Inc., and is active in the St. Paul's Episcopal Family Literacy Project.

## Partners

Substantial financial assistance and in-kind donations have also come from:

Blue Cross and Blue Shield of Kansas City  
Time Warner Cable  
Sprint Foundation

Optimist Clubs in the Kansas City area  
Rotary Clubs in the Kansas City area  
Kiwanis Clubs in the Kansas City area