



# Parents and Reading (Adult and Family Literacy) Committee

## Parents and Reading MATERIALS ORDER FORM

CCIRA  
COMMITTEES

### \*CCIRA Parents' Guide to Writing

By providing support at home, parents and caregivers can make writing an enjoyable activity in which children will eagerly engage both at school and at home.

- \* **Encourage Your Child To Write**
- \* **What Is the Writing Process?**
- \* **¿Cuál es el proceso de escritura?**
- \* **Supporting Your Writer**
- \* **Cómo apoyar al(a la) niño(a) que escribe**
- \* **Questions Parents Ask About Writing**
- \* **Preguntas que los padres tienen acerca de la escritura**

Price: .30 each; 100+ copies: .25 each

No. of copies \_\_\_\_\_

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No. of copies \_\_\_\_\_

Total Cost \_\_\_\_\_

### \*Developing Literacy for Preschoolers

Specific suggestions for supporting preschoolers in reading and reading-related activities in everyday life are provided.

- \* **Cómo alfabetizar a los niños de edad preescolar**

Price: .30 each; 100+ copies: .25 each

No. of copies \_\_\_\_\_

Total Cost \_\_\_\_\_

No. of copies \_\_\_\_\_

Total Cost \_\_\_\_\_

### \*Spelling Practice at Home

This brochure describes proven study techniques, explains their use, and suggests many exciting spelling practice activities.

- \* **Práctica de ortografía en casa**

Price: .30 each; 100+ copies: .25 each

No. of copies \_\_\_\_\_

Total Cost \_\_\_\_\_

No. of copies \_\_\_\_\_

Total Cost \_\_\_\_\_

### \*One Hundred Books for Teens: Sure-Fire Selections

Titles listed in this brochure will light the love of reading in teens, ignite discussions, make them laugh or cry, help them live in the world and want to keep on reading to the next generation.

Price: .30 each; 100+ copies: .25 each

No. of copies \_\_\_\_\_

Total Cost \_\_\_\_\_

Cost \_\_\_\_\_

(add 15% for shipping and handling) \_\_\_\_\_

**Total Cost of Order** \_\_\_\_\_

Carry total to next page

**Note: School Purchase Orders Are Accepted**

You can also retrieve an order form electronically at [www.ccira.org](http://www.ccira.org)

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# Parents and Reading (Adult and Family Literacy) Committee

## Parents and Reading MATERIALS ORDER FORM

Total Cost of Order (from previous page) \_\_\_\_\_

**Order requested by:**

Name (print) \_\_\_\_\_

Organization \_\_\_\_\_

Street Address \_\_\_\_\_

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

Phone \_\_\_\_\_

Email \_\_\_\_\_

Please make checks payable to CCIRA.

**Order from:**

Sandy Redman  
CCIRA Executive Coordinator  
6495 Happy Canyon Rd., #50  
Denver, CO 80237

*Please allow 2 weeks delivery time. Thank you for your order.*

**\* A sample copy of each brochure in Spanish and English is available by sending \$4.00 to the Executive Coordinator.**

**Other materials that may be retrieved electronically at [www.ccira.org](http://www.ccira.org)**

**CCIRA Parents and Reading Speaker's Bureau**

**Parents' Clipboard**

**Baby's First Book**

**Family Activity Calendars**

**You can also retrieve an order form electronically at [www.ccira.org](http://www.ccira.org)**

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# Parents and Reading (Adult and Family Literacy) Committee

## Family Reading Celebration GRANT APPLICATION

### Application Guidelines

#### Purpose:

To encourage and support local councils' efforts to involve parents and reach out to their communities, Colorado Council of the International Reading Association, through its Parents and Reading Standing Committee, funds the FAMILY READING CELEBRATION GRANTS.

Grants up to \$1,000 are awarded to local councils for Family Reading Celebrations in their communities. A Family Reading Celebration is an event that parents and children attend together. It is a family experience that fosters the love of reading and stimulates writing interests in children.

Any local council of CCIRA may apply. The CCIRA Policy for the FRC Grants is as follows: "Grants awarded may not exceed amount budgeted."

#### Deadline for application is August 31.

Send completed application form to:

Eddie Ellington  
2011 Champions Circle  
Castle Rock, CO 80104

#### Guidelines:

1. Grant money must be used for a future Family Reading Celebration, not to reimburse councils for past activities. Councils are encouraged to seek other community groups to co-sponsor this event.
2. Applications must be received by August 31 of the school year in which the grant money will be used. Each council is limited to one grant each year.
3. Applications must be submitted on the forms provided in the CCIRA Leadership Handbook and Directory.
4. Grant money may be used for honorariums, presenters, printed materials, transportation, children's books, publicity and rent for space. Grants may not be used for refreshments or gifts.
5. Parents and children should attend events together and have opportunities to interact to these events as a family. Literacy events might include storytellers, musicians, puppeteers, authors, participatory drama, make and take workshops, etc.
6. Applications will be reviewed by the Parents and Reading Committee after the August 31 deadline. Applications must meet all guidelines as established by the Parents and Reading Committee and by CCIRA Policy. Applications are not guaranteed to be awarded, nor are they necessarily awarded to the full extent of the amount requested.
7. Grant applicants will be notified by phone and/or letter of the committee's decision. If awarded a grant, the check will be presented to the council at the upcoming Board of Directors' Meeting or mailed to the local council treasurer.
8. Grant recipients will be assigned a Parents and Reading Committee member as a resource to help carry out the council's Family Reading Celebration. A portion of the grant money should be set aside to cover expenses if long-distance calls are necessary to consult with the Parents and Reading Committee Mentor.
9. Grant recipients will collaborate with the Parents and Reading Committee members to disseminate information to other CCIRA members. Recipients can either present information about their event at a CCIRA Leadership Workshop or submit a news article for publication in an upcoming issue of *The Colorado Communicator*.
10. Grant recipients must submit receipts for expenditures in the amount of the grant to the Committee Chair within 30 days of the Family Reading Celebration.

You can also retrieve an application form electronically at [www.ccira.org](http://www.ccira.org)



# Parents and Reading (Adult and Family Literacy) Committee

## Family Reading Celebration GRANT APPLICATION

1. \_\_\_\_\_  
Council Requesting Funds \_\_\_\_\_ Date \_\_\_\_\_
2. \_\_\_\_\_  
Celebration Chairperson(s), Address(es), Phone(s) and Email(s)
3. \_\_\_\_\_  
Local Council President, Address and Phone
4. \_\_\_\_\_  
Family Reading Celebration Date, Time and Place
5. Describe how your Family Reading Celebration will foster the love of reading and stimulate writing interests in children and their families.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Estimated number of parents, number and age range of children: \_\_\_\_\_  
\_\_\_\_\_
7. Collaborating organizations and their specific contributions (school district, Title I, PTO, businesses, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Number of volunteers and their roles: \_\_\_\_\_  
\_\_\_\_\_
9. Outline of the proposed program (times, presenters, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Family Reading Celebration Grant Budget Form			
Estimate of Total Celebration Budget			
COSTS		SOURCES OF INCOME FOR CELEBRATION	
\$	Printing (flyers, programs, etc.)	\$	Council funds available
\$	Telephone Calls	\$	Exhibitors
\$	Postage	\$	Donations
\$	Honorarium	\$	Registration Fees
\$	Travel & lodging for presenters	\$	Talent Bank mileage
\$	Site	\$	Other
\$	Children's Books	\$	Family Reading Celebration Grant requested
\$	Other*		
\$	<b>TOTAL EXPENDITURES</b>	\$	<b>TOTAL INCOME</b>

\*May not include refreshments or gifts. Note: TOTAL EXPENDITURES and TOTAL INCOME columns must match.

11. If approved, make check payable to:  
 Council Name \_\_\_\_\_  
 Council Treasurer \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone(s) \_\_\_\_\_ Email \_\_\_\_\_

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