

# Dictionary Project 2024

The following is a check list of Dictionary Delivery Time Line and Instructions.

1. Pick Up Dictionaries
2. Insert Rotary Labels into Dictionaries. (Inserting these labels on the inside front cover works the best and tends not to get torn out over time)
3. Assemble your Delivery Team. (this should 3-4 people, should include at least one Rotarian, but can include non Rotarian's as well.)
4. Contact School Principle. (Name and Number to be provided)
5. Set Date and Time for Delivery.
6. Preferred method of Delivery; 1. In Person to each classroom, 2. Assembly Hall method.
7. We will **NOT Drop Off** Dictionaries at the schools for them to deliver. (If the Principal suggest this, please advise them we cannot do that, and if they insist, I will contact them and explain the process in further detail.)
8. Once in the Classroom or Assembly Hall;
  - a. Handout Dictionaries to the students
  - b. Explain this Dictionary is for them and for them to keep
  - c. Introduce yourself and Explain these Dictionaries are a Gift from Pasadena Rotary Club.
  - d. Discuss with Students that Rotary is a Service Organization and what the means.
  - e. Read the 4-Way Test and what that means to Rotarian's.
  - f. Look up a Pre- Selected Word in the Dictionary and help students find the Word.
  - g. Go to the Back of the Dictionary and direct the Students to the Longest Word in the Dictionary.
  - h. If any Rotarian's or Helpers went to the same Elementary, share that as well.
9. Wish the Kids well and Success, Encourage them to read a new every day.

10. Thank the Teachers for all they Do!

11. Team Leaders leave your name and contact information, to receive Thank You Notes.

**Ken Haesly Contact Information:**

© 713-206-7858

**Dictionary Pick Up Location:**

4111 Fairmont Parkway, Suite 103A

Pasadena, TX 77506

**\*\*\* All Dictionaries must be Delivered by April 30, 2024.\*\*\***