



Dear 100 Book Challenge Site Coordinator,

Congratulations! Your books, baskets, and other materials should arrive soon. Please check your order carefully. It is important that your order is complete and you are satisfied with the shipment, so please be sure to read these instructions carefully and thoroughly.

1. **Look for the OPEN FIRST box.** Open that box first. It contains information about your entire shipment. Locate the **MASTER PACKING SLIP** in this box. Other information in this packet will help you to unpack, organize, and distribute the materials.
2. **Books, baskets, and basket labels** are shipped directly from American Reading Company™. All boxes are labeled with the 100 Book Challenge logo.

Each box of books contains a sheet indicating what book collections are packed in that box.
3. **Skills Cards, Reading Folders, and Incentive Kits** are shipped separately. Those boxes are also labeled with the 100 Book Challenge logo.
 - a. Boxes containing Skills Cards have a bright orange label.
 - b. Boxes containing Reading Folders have a bright green label.
 - c. All boxes may not arrive on the same day.
4. Call 610-992-4150 and ask for the Customer Relations Manager for your district if you have any questions.

Please check your order carefully: American Reading Company is not responsible for missing or damaged materials reported more than two (2) weeks after materials are received.

- Check the contents of each box against the packing slip in that box.
- Return the confirmation form for your order. This form is enclosed with the Master Packing Slip. Please fax the confirmation form to: 610-992-4156.

Unpacking and Distribution

How to Unpack the Books

- Each plastic bag contains one set of books—30 books for Benchmark Collections, 25 books for Thematic/Research Lab Collections, 25 for Spanish Collections. Teacher Reference Library has 15 books.
- Each bag also contains one basket label.
- Baskets/Storage Bins are shipped in separate boxes to avoid breakage.
- Find a basket that matches the color of the 100 Book Challenge sticker on the books.
- Take the books and basket label out of the bag.
- Remove the backing from the label and adhere the label to the front end of the basket. The front end is the end that has the wider space in the middle.
- Place the books in the basket. Follow the distribution directions below.

How to Distribute the Books

- Each class should receive eight baskets of books according to the allocation suggestions on the enclosed Suggested Spectrum of Book Baskets.
- Extra baskets should be stored in a central, but secure location.
- All baskets should be removed from each classroom and replaced by a completely different set of baskets each week. It is best to establish and publish a schedule for this routine circulation (e.g., 3rd grade on Tuesdays). Consider enlisting help from parent volunteers, older students, other teachers, or aides.
- Refer to your Site Coordinator's Handbook for management resources and ideas.

How to Distribute the Reading Folders

There are three options for distributing the folders to teachers.

1. Distribute the reading folders to teachers as needed; teachers will then distribute the folders to the students.
or
2. Distribute the reading folders in bulk to each classroom, 35 red (100 Steps/25 Hours), 30 green (200 Steps/50 Hours), 30 yellow (300 Steps/75 Hours), and 5 orange (400 Steps/100 Hours). Teachers become responsible for the folder supply for their individual classrooms.
or
3. Allow the Principal to award the reading folders when he or she presents readers with their medals.

How to Distribute the Skills Cards

- Each class should receive a pack of Skills Cards.
- Distribute the Skills Cards according to the enclosed Skills Cards Distribution by Grade Level and Product Level form.

How to Distribute the Incentive/Classroom Kits

There are two options for distributing the kits to teachers.

1. Distribute the incentives and milestone awards from the classroom kits to teachers as needed; teachers will then distribute the incentives and awards to the students. Maintain a central supply area for folders for the school.
or
2. Distribute the classroom kits one to each classroom. Teachers become responsible for the incentive and milestone award supply for their individual classrooms.

How to Use the 100 Book Challenge Materials

How to Use the Reading Folders

- Distribute the blue start-up folders to each class participating in 100 Book Challenge.
- As students progress in logging Steps read (1 Step = 15 minutes of independent reading), they are awarded new folders. For example, when a student has read 100 Steps, he receives the “100 Book/25 Hour Reader” folder, when he has read 200 Steps, he receives the “200 Book/50 Hour Reader” folder, and so on.
- Folders with numeric value should only be given after the student has reached his numeric goal. Receiving a numeric folder is a celebration of student accomplishment. Numeric folders should only be given when a student reaches or passes the goal, never before.
- If you need additional folders or higher values (500 Steps, 600 Steps), you may purchase them from American Reading Company. Please call toll free at 866-810-BOOK (2665) to place your order.

How to Use the Skills Cards

- Teachers should level their students to determine at which level they are reading.
- Students receive the appropriate Skills Card that outlines the skills necessary at that reading level.
- Once the student has mastered the skills of his reading level, he moves up to the next reading level and receives a new Skills Card.
- Students may also receive Strategic Reading Support Skills Cards in addition to the individual color level cards.
- Students participating in Research Labs™ receive the appropriate thematic Skills Cards in order to help them master the skills and vocabulary associated with that theme.

How to Use the Incentive/Classroom Kits

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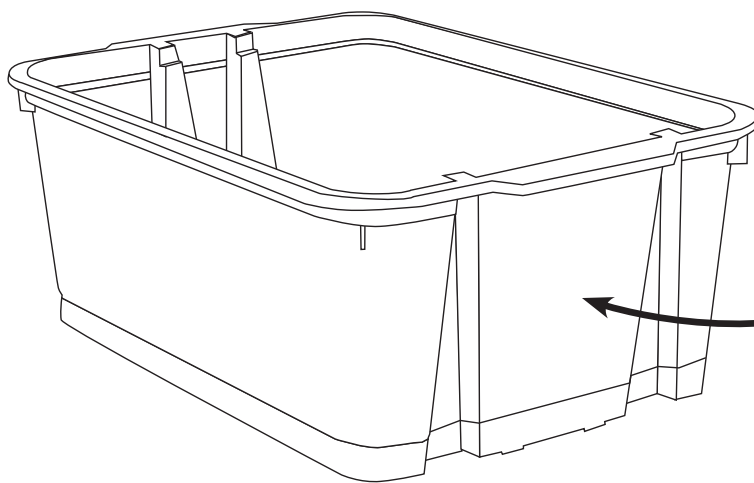
1. Distribute the incentives and milestone awards from the classroom kits to teachers as needed; teachers will then distribute the incentives and awards to the students.
or
2. Distribute the classroom kits one to each classroom. Teachers become responsible for the incentive and milestone award supply for their individual classrooms.

How to Label Baskets

- Step 1:** Ensure the plastic storage basket is clean and dry prior to applying the label.
- Step 2:** Peel off the backing of the label and position the label on the front end of the basket. (*See note*)
- Step 3:** Once you have positioned the label on the basket, apply pressure across the entire label surface.
- Step 4:** Apply pressure around all four edges of the label.



Note: the front of the basket has a wider middle section than the back.





Suggested Spectrum of Book Baskets

	Y	YY	G	GG	B	BB	R	RR	Wt	Bk	Or	Pu	Br	Si	Gl
K	✓✓	✓✓✓	✓✓	✓	✓										
1	✓	✓	✓	✓	✓	✓	✓	✓							
2		✓	✓	✓	✓	✓	✓	✓	✓						
3			✓	✓	✓	✓	✓	✓	✓	✓					
4				✓	✓	✓	✓	✓	✓	✓	✓				
5					✓	✓	✓	✓	✓	✓	✓	✓			
6						✓	✓	✓	✓	✓	✓	✓	✓		
7-8							✓	✓	✓	✓	✓	✓	✓	✓	
9-10								✓	✓	✓	✓	✓	✓	✓	✓
11-12								✓	✓	✓	✓	✓	✓	✓	✓
SE (primary)	✓	✓	✓	✓	✓	✓	✓	✓							
SE (intermediate)		✓	✓	✓	✓	✓	✓	✓	✓						

- The range of reading levels in a typical class requires a minimum of eight baskets of books at various levels, as shown on this chart.
- Even when there is only one student in the class at a particular color level, there must be at least one basket of books available at that level for that child.
- The chart estimates the range of reading levels at the beginning of the year. The more students read, the faster their levels will change.
- It will be necessary to swap books with other teachers—or with a central distribution point—regularly, in order to keep new titles flowing into the hands of students. Expect to need to swap books every week at the lower levels.
- You should expect to replace at least 20% of the books every year.



Suggested ESL Spectrum of Book Baskets

		Y	YY	G	GG	B	BB	R	RR	Wt	Bk	Or	Pu	Br	Si	Gl	Total Baskets	
Beginner	2nd & 3rd	1	2	2	2	1	1	1									10	2nd & 3rd
	4th & 5th		2	2	2	2	1	1									10	4th & 5th
	MS		1	1	1	2	2	2	1								10	MS
	HS		1	1	1	2	2	2	1								10	HS
Intermediate	2nd & 3rd				1	2	3	2	1	1							10	2nd & 3rd
	4th & 5th					1	1	2	2	2	1	1					10	4th & 5th
	MS					1	1	1	2	2	2	1					10	MS
	HS						1	1	2	2	2	1	1				10	HS

- The range of reading levels in a typical class will require about 10 baskets of books at various levels, as shown on above chart.
- Even if there is only one student in the class at a particular color level, there must be at least one basket of books available at that level for that child
- The chart estimates the range of reading levels *at the beginning of the year* . The more students read, the faster their levels will change.
- It will be necessary to swap books with other teachers, or with a central distribution point regularly in order to keep new titles flowing into the hands of students. Expect to need new books every two weeks at the lower levels.



Suggested Spectrum of Book Baskets for The 100 Book Challenge program in Spanish

Suggested Book Basket Distribution by Grade Level 10 Spanish Baskets

	YYY	G	GG	B	BB	R	RR	Wt	Bk	Or	Pu	Br	Si	Gl	Total Baskets	
	A/AA	V	VV	Az	AzAz	R	RR	Bl	N	An	P	Br	Pl	Or		
K	3	3	2	2											10	K
1st	2	2	2	1	1	1	1								10	1st
2nd		1	2	2	2	1	1	1							10	2nd
3rd		1	1	1	2	2	1	1	1						10	3rd
4th		1	1	1	1	1	2	1	1	1					10	4th
5th			1	1	1	1	1	2	1	1	1				10	5th
6th				1	1	1	1	1	2	1	1	1			10	6th
7th				1	1	1	1	1	2	1	1	1			10	7th
8th				1	1	1	1	1	2	1	1	1			10	8th
9th					1	1	1	1	2	2	1	1			10	9th
10th					1	1	1	1	2	2	1	1			10	10th
11th						1	1	1	2	2	2	1			10	11th
12th						1	1	1	2	2	2	1			10	12th
Sp Ed Prim.	3	2	1	1	1	1	1								10	Sp Ed Prim.
Sp Ed Inter.	1	1	2	2	1	1	1	1							10	Sp Ed Inter.
Sp Ed MS		1	1	1	2	2	1	1	1						10	Sp Ed MS

Notes:

The range of reading levels in a typical class will require about 10 baskets of books at various levels, as shown on above chart.

Even if there is only one student in the class at a particular color level, there must be at least one basket of books available at that level for that child

The chart estimates the range of reading levels *at the beginning of the year*. The more students read, the faster their levels will change.

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