

The P.S. 40 PTA PRESENTS

# THE 2010 READING OLYMPICS

## Information Packet



**FEBRUARY 1<sup>st</sup> - FEBRUARY 28<sup>th</sup>**

- All P.S. 40 students - from Pre-K to Grade 5 - are encouraged to participate.
- Students can read to themselves OR be read to by an adult or sibling.
- Pledges can be added at any time during the Reading Olympics.
- You do not need to pledge to participate.
- Prizes will be awarded to all participants in the Reading Olympics.
- Awards will be distributed during the week of March 8<sup>th</sup>.
- This packet includes:
  1. Instructions
  2. FAQs
  3. Form - to Report the Final Tally and money owed
  4. Sponsor Sheet - to keep track of sponsors and pledges
  5. Daily Record Sheet - to keep track of minutes read
  6. Instructions for how to complete the Daily Record Sheet

# **P.S. 40 READING OLYMPICS INSTRUCTIONS**

**Step 1** - To sign up to participate in the 2010 Reading Olympics complete the 2010 Reading Olympics Sign-Up Form. Place your completed form in the Reading Olympics box in the Main Office or email participant's name, class, teacher and grade to [ps40readingolympics@gmail.com](mailto:ps40readingolympics@gmail.com).

**Step 2** - Solicit sponsors. Record their names and the amounts they have pledged on the Sponsor Sheet. Most pledges range from 1¢ to 10¢ per minute of reading but, minutes can add up over the course of the month, so some sponsors limit their total contribution to a pre-determined amount by making a "donation cap". Some sponsors simply donate one lump sum (a "flat rate pledge") for participation in the event.

**Step 3** - Tally the number of minutes read on the Daily Record Sheet (it looks like a calendar).

**Step 4** - At the end of the month, calculate the total number of minutes read. Using the Sponsor Sheet, determine how much each sponsor owes by multiplying the pledge per minute by the total minutes read. Collect the amount of money that is due from each of your sponsors.

**Step 5** - Submit the Final Tally Report. Donations will be collected from **Monday, March 1st through Friday, March 5<sup>th</sup>**. Place your donation in the box marked with the Reading Olympics logo in the main office on the second floor. You do not need to pledge any money to participate in the Reading Olympics but you do need to submit a Final Tally Report to receive an award for participation.

**PLEASE DO NOT SUBMIT CASH!**

Make checks or money orders payable to P.S. 40 PTA. Write the participant's name, class and grade on each check or money order.

**Have a good time and thank you for your support.**

# Frequently Asked Questions

## What counts as reading?

- Reading on Your Own
- Being Read to by a Parent, Guardian, Caregiver, Sibling, Relative or Friend
- Homework Reading
- Reading for the Just for the Fun of it

Since it is not possible for parents or caregivers to keep track of reading time during school hours, we ask that reading time during school hours not be added to your daily total. **Reading during school hours counts ONLY for kindergarten students.**

## Is my pledge tax deductible?

Yes! All pledges are tax deductible.

## Does the PTA except corporate matching gifts?

Yes, we do! We welcome corporate matching gifts. Please submit any forms you might need us to fill out along with your Final Tally Report and payment.

## When is the final pledge money due?

Pledge money will be collected from **Monday, March 1<sup>st</sup> through Friday, March 5<sup>th</sup>**. Pledges and tallies must be submitted by March 5<sup>th</sup> in order to receive an award for participation. Look for a **box marked with the Reading Olympics logo** in the **main office** on the second floor. We can **only accept checks or money orders** which are made payable to **P.S. 40 PTA**. Please **DO NOT PUT CASH IN THE BOX**. You must submit a **Final Tally Report** along with your payment.



If you have any additional questions about Reading Olympics, please contact The Reading Olympics Committee at [ps40readingolympics@gmail.com](mailto:ps40readingolympics@gmail.com)

PTA

2010 READING OLYMPICS FINAL TALLY REPORT

Child's Name: \_\_\_\_\_

Teacher/Grade/Room Number: \_\_\_\_\_

Total Number of Minutes Read: \_\_\_\_\_

Total Amount of Money Submitted: \_\_\_\_\_

Check Number: \_\_\_\_\_

All donations must be submitted by Friday, March 5<sup>th</sup>

Make all Checks or Money orders payable to P.S. 40 PTA  
PLEASE DO NOT SUBMIT CASH

If you are not collecting money, enter a zero as the amount of money submitted. You must submit a Final Tally Report to receive an award for participation.

**Thank you for your support!**

## P.S.40 Reading Olympics SPONSOR SHEET

Please list each sponsor and their  
 "per minute pledge". Sponsors can cap their donations at a certain amount or make  
 a "flat rate pledge".

Name of Sponsor	Amount Pledged			Amount Due
	choose one			
	Per minute	Flat rate	Donation Cap	
<b>Total Amount Due</b>				

## P.S. 40 Reading Olympics Daily Record Sheet February 2010

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
Minutes Read	Minutes Read	Minutes Read	Minutes Read	Minutes Read	Minutes Read	Minutes Read
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
Minutes Read	Minutes Read	Minutes Read	Minutes Read	Minutes Read	Minutes Read	Minutes Read
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
Minutes Read	Minutes Read	Minutes Read	Minutes Read	Minutes Read	Minutes Read	Minutes Read
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
Minutes Read	Minutes Read	Minutes Read	Minutes Read	Minutes Read	Minutes Read	Minutes Read
						Tally the total number of minutes read for the month

## **How to fill out the Daily Record Sheet:**

- Mark down the number of minutes you read or were read to for each day of the month.
- At the end of the month, calculate the total, overall number of minutes read. This is your Final Tally.
- Complete the Final Tally Report.
- Even if you are not collecting money, you need to submit a Final Tally Report to receive an award for participation.
- Tally Reports and donations will be collected from Monday, March 1st, through Friday, March 5th.
- Place your forms along with a check or money order for the full amount in the box marked with the Reading Olympics logo. The box is in the main office on the second floor.

If you have questions, you can contact a member of the Reading Olympics Committee at:  
[ps40readingolympics@gmail.com](mailto:ps40readingolympics@gmail.com)

**Thank you for Participating!**

**2010 P.S. 40 Reading Olympics Committee**