



Washington Reading Corps Toolkit Lending Library

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- Information on Reading Programs
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- Giusti, K. (c. 1999). *Washington Reading Corps: The impact of access to resources on implementing and sustaining the program*. Seattle, WA: Fremont Public Association.
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- Washington Reads: Reading Routines 2002
- Denoya, L. (1998). *How to create successful academic summer programs*. Bloomington, IN: Phi Delta Kappa Educational Foundation.

Program Start-Up:

- Action Planning
- Goal Setting and Visioning
- Planning and Evaluation: Resource List

Resource Mobilization:

- Resources: Funding/Program Start-up
- Needs Assessment
- Fundamental Components to Resource Mobilization
- *Resource Mobilization Workbook VISTA Early Service Training Tool Time* (n.d.). Available online at:
http://www.nwrel.org/ecc/vista/est/documents/Resource_Workbook.pdf
- Resource List: National and Federal Programs/Organizations
- Local Resources: Seattle Area

Money:

- *Discover Total Resources: A Guide for Nonprofits*. (2000). Mellon Financial Corporation.
- Basic Elements of Grant Writing
- Grant Information
- WRC RFP 2003
- Sample Donation Letter

Community Partnerships:

- Elements to Successful Community Partnerships

- Sample Program Presentation Materials: Community Partnerships
- Community Partnerships: Who Should Be Involved?
- Guidelines to Creating Community Partnerships
- Collaboration Information and Levels of Involvement
- Collaboration and Community Involvement
- Ellis, D., & Hughes, K. (2002). *Partnerships by design: Cultivating effective and meaningful school-family-community partnerships*. Portland, OR: Northwest Regional Educational Laboratory. <http://www.nwrel.org/partnerships/cloak/booklet-one.pdf>
- Dorfman, D. (1998). *Building partnerships workbook*. Portland, OR: Northwest Regional Educational Laboratory.
- *Networking, partnerships, and collaboration workbook*. (n.d.). AmeriCorps*VISTA Early Service Training Tool Time. Available online at: http://www.nwrel.org/ecc/vista/est/documents/Networking_Workbook.pdf
- Conflict Resolution
- Assessing Partnerships
- Macduff, N. (n.d.). *Building effective volunteer communities*. Walla Walla, WA: Macduff/Bunt Associates, Inc.

Media:

- A Guide to Working with the Media
- Sample Media Uses
- Public Speaking/Presentation Information
- Public Relations
- Examples of Past WRC Media

Volunteer Recruitment:

- Position Descriptions
- Position Applications/Permission Slips
- Volunteer Roles
- Screening Potential Volunteers
- Volunteer Recruitment: Strategies and Resources
- Corporation for National Service. *Recruiting AmeriCorps members: Creating a strategy and making it work*. (2000). Washington, D.C. Available online at: <http://www.americorps.org/resources/pdf/recruitment.pdf>
- Sample Advertisements: Volunteer Recruitment
- Sample Position Descriptions
- Roles and Responsibilities: Volunteer Tutor

Volunteer Management:

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- Volunteer Management
- Volunteer Retention
- Volunteer Appreciation
- Management: Resource List

- Time Management
- Sustainability
- Motivation and Team Building Resources

Volunteer Coordinator Information:

- Wasik, Barbara A. "Using Volunteers as Reading Tutors: Guidelines for Successful Practices." *The Reading Teacher* Vol. 51, No. 7, 1998: 562-70.
- *Volunteer management workbook* (n.d.). AmeriCorps*VISTA Early Service Training Tool Time. http://www.nwrel.org/ecc/vista/est/documents/Volunteer_Workbook.pdf
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- Sexton, C. (Editor). (2003). *Volunteer coordinator manual*. Seattle, WA: Office for Community Learning. <http://www.seattleschools.org/area/vol/vcmanual.pdf>

Volunteer Tutor Training:

- Sample Tutor Training Sessions
- Tutor Training Information
- McCune, S. (c.2001). *Volunteer tutor training resources*. Olympia, WA: Office of Superintendent of Public Instruction.
- Tutoring Strategies
- Reading Level Information
- Reading Components Information
- Glossary of Reading Terminology
- Diversity
- Motivation
- Icebreakers: Developing Tutee-Tutor Relationships
- Wilbur, D. (1994). *Tips on tutoring: A guide for committed tutors*. Atlanta, GA: Southern Regional Council.
- Henry, N. (1999). *Supporting reading tutors with strategies that foster literacy: A training of trainers for WRC KACs, school personnel, and project supervisors*. Portland OR: NWREL.
- Venezky, R. (n.d.). *The read write now! Partners tutoring program*. Washington, DC: U.S. Department of Education.

Sample Handbooks/Manuals:

- Remaley, A. & DeRuyck, S. (n.d.). *Tutoring handbook: Keys to literacy*. Seattle, WA: Seattle Reads Tutoring Compact.
- *One-to-one tutoring handbook*. (n.d.). Seattle, WA: Washington Mutual and KidREACH.
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- *All-City Tutor Training: Basics of Reading*

- *Sample Volunteer Handbook: Seattle Public Schools*
- *Tutoring Basics: Information Strategies, and Tips* from Seattle Public Schools
- Morrow, L.M. & Walker, B.J. (1997). *The reading team: A handbook for volunteer tutors K-3*. Newark, DE: International Reading Association.
- Tutor Training Handbooks: Resource Lists
- *Math Helping Corps Handbook* (Draft 2003)

Tutoring Sessions:

- Tutoring Session Content Ideas
- Word Families
- Sample Comprehension Questions
- Paired Reading
- Sample Tutoring Logs
- Guidelines for Tutoring Sessions
- Writing Resources

Games and Activities:

- Math Games and Activities
- Reading Games and Activities
- Sample Family Activities Packs
- Posters and Activity Books for School and Home

Civic Engagement:

- Fletch, L., Springsteen, J. & Brown-Winkels, B. (2003). *Roadmap to Civic Engagement: Service-Learning Northwest*. Vancouver, WA: ESD 112
- Power of Hope: Using the Arts to Facilitate Civic Engagement

Communication:

- *Please Understand Me! Using the Platinum Rule for Effective Communication*: OSPI Conference 2003
- Teacher Collaboration and Communication
- Teacher-Tutor Communication: WRC Samples
- Open Space Technology
- *Communicating with parents*. Presentation information by Sherman, K. at Promising Practices Conference 2003.

Assessment/Evaluation:

- Evaluation Plans
- Evaluation Methods
- Data Analysis
- Sample Evaluations
- Assessment Information
- Reading Level Assessment
- Readiness Assessment

Peer and Cross-Age Tutoring:

- General Information: Peer and Cross-Age Tutoring
- Peer and Cross-Age Tutoring Models and Activities
- Miller, B.A. (1989). *The multi-grade classroom: A resource for small rural schools; Book 7: Planning and using peer tutoring*. Portland, OR: Northwest Regional Educational Laboratory. Available online: <http://www.nwrel.org/ruraled/publications/multig7.pdf>
- Peer and Cross-Age Tutoring Evaluation
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- Recognition and Feedback: Peer and Cross-Age Tutor
- Peer and Cross-Age Tutoring Program Design
- Tutor Training and Reflection: Peer and Cross-Age
- Peer and Cross-Age: Resource List

Family Involvement and Literacy:

- OSPI Information: Family Literacy/Involvement
- Davis, D. (2000). *Supporting parent, family, and community involvement in your school*. <http://www.nwrel.org/csrdp/family.pdf>
- Davis, D. (1997). *Tips for parents about reading: Information and ideas for helping children through grade eight succeed with reading*. Portland, OR: NWREL.
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- Cullinan, B. and Bagert, B. (1997). *Helping your child learn to read*. U.S. Department of Education.
- Parental Communication and At Home Reading Documentation
- Strategies for Families to Enhance Child's Education
- Davis, D. & Pottmeyer, S. (1999). *Easy Ways for Families to Help Children Learn: Activities and Suggestions for Families to Enhance Learning for Children Preschool - Grade 6*. Portland, OR: NWREL.
- Research on Family Involvement
- Douglas, R., Henry, N., & Martin, N. (2003, summer). *It's all in the family: Planning high-quality family literacy events*. <http://www.nwrel.org/learns/tutor/sum2003/sum2003.pdf>
- FIN Planning
- FL/FI Activities and Events
- FINs: Sample Flyers

- Sample Newsletters
- Reading Lists (by Grade Level)
- FI/FL Resource List
- Television Information for Families

Factors that Affect Learning:

- Understanding Poverty
- Students Experiencing Homelessness
- Shanahan, T. (1997). "On the effectiveness and limitations of tutoring in reading." *Review of Research in Education*, 23, 217-234.
- Possible Factors that Affect Learning
- Learning Styles
- Families in Change or Crises
- Discouraged Learners
- Students w/ Special Needs

ELL and Migrant Education:

- Involving Bilingual Families in Schools
- ELL Teaching Strategies
- Migrant Education Information
- Lindeman, B. (2001, March). "Reaching out to immigrant parents." *Educational Leadership*. 62-66. Available online at: http://www.ascd.org/publications/ed_lead/200103/toc.html
- *Doorways to Culture and Tradition: Booklists for Children and Families*
- Dalle, T.S., & Young, L.J. (2003). *PACE yourself: A handbook for ESL tutors*. Alexandria, VA: Teachers of English to Speakers of Other Languages, Inc.

Research and Reports: Achievement Gap:

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- *Reading and the native American learner: Research report*. (2000). Olympia, WA: Office of Superintendent of Public Instruction
- Corporation for National Service. *AmeriCorps tutoring outcomes study*. (2001). Cambridge, MA: Abt Associates Inc. ([and Presentation Information 2002](#)).

Research and Reports: Reading:

- *School improvement planning: Information and resources to plan for reading and mathematical improvement goals*. (2001). Olympia, WA: Office of Superintendent of Public Instruction.
- *Report of the national reading panel: Teaching children to read*. and *Summary of the national reading panel findings from 4/13/2000*: Presentation information

- Mikkelsen, C. (2002). *Exploring the wider impacts of community involvement in schools: A study of the effects of the WRC program on participating students, volunteer tutors, schools and the community*. (A degree project for a MPA: University of Washington.)
- *Every child a reader*. (1998). CIERA.
- Reading and Education: Resource List
- Literacy Articles
 - “Asking different questions: Critical analyses and reading research”
 - “Accelerating the literacy of educationally disadvantaged students after third grade”
 - “Why don’t you use your finger? Paired reading in the first grade”
 - “Using centers to engage children during guided reading time: Intensifying learning experiences away from the teacher”
 - “Conditions for literacy learning”
 - “Sounding American: The consequences of new reforms on English language learners.”
 - Developmental dynamics of achievement strategies, reading performance, and parental beliefs”
 - “Talking back and taking over: Young children’s expressive engagement during storybook read-alouds”
 - “Concepts about print: What have children learned about the way we print language?”
 - “Teens need literacy lessons, too”
 - “The time bomb in the workforce: Illiteracy”
 - “Thirteen core understandings about learning to read”
 - “Center for the improvement of early reading achievement-Making it sound like language: Developing fluency”
 - “Implications for scientific-based evidence approach in reading”
 - “Can minimally trained college student volunteers help young at-risk children to read better?”
 - “Summer school: Research-based recommendations for policymakers”
 - “Fathers with low literacy and their young children”
 - “Helping students from low-income homes read at grade level”

Washington Reading Corps: 2002-2003 School Information:

- WRC Assessments
- WRC School Presentation Materials
- Legislative Outreach
- WRC Planning Materials
- WRC Tutor Bookmarks

CD and Video Information:

- *Reading Links: Reading Strategies for Success*
- *Literacy Resources 9/02: Compiled by Allen Dietz-CD Content Information*
- *Literacy Material 1/03: Compiled by Allen Dietz- CD Content Information*
- *WRC Toolkit Synopsis*

CDs:

- *Reading Links: Reading Strategies for Success*
 - Parent: Early Oral Language Development
 - Marti MacPhee: Oral Language/Pre-Reading Development
 - Kessler School: Phonemic Awareness
 - Kessler School: Phonics Instruction
 - Anita Archer: Primary Grades Reading
 - Anita Archer: Intermediate Grades Reading
 - Gail Boushey: Early Comprehension/Fluency
 - Gail Boushey: Early Guided Reading
 - Joan Moser: Comprehension I
 - Joan Moser: Comprehension II
 - Robin Totten: Upper Elem Comprehension Strategies (Fiction)
 - Robin Totten: Upper Elem Comprehension Strategies (Non- Fiction)
 - Judy Rex: Vocabulary and Pre-Writing
 - Judy Rex: Comprehension and Vocabulary
 - ESL Instruction I
 - ESL Instruction II
 - Kessler School: Turning a School Around
 - Mark Jewell/ Tom Murphy: Strategic Change
- *Reading Links: Draft Version*
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- *National Service Resources 2/03*: Compiled by Allen Dietz
- *National Service Resources 4/03*: Compiled by Allen Dietz
- *Literacy Resources 9/02*: Compiled by Allen Dietz
- *Literacy Material 1/03*: Compiled by Allen Dietz
- *Washington Reading Corps Toolkit*
 - Module 1: Volunteer Reading Tutor Training Handbook: A Sample Guide for Schools
 - Module 2: Creating a Volunteer Reading Tutor Program
 - Module 3: A Guide to Community Partnerships and the Media
 - Module 4: A Guide to Family Literacy and Involvement
 - Module 5: Volunteer Recruitment and Management
 - Module 6: Peer and Cross-Age Tutoring

Video:

- *WRC: Tutoring the Beginning Reader*
- *WRC: Tutoring English as a Second Language Students*
- *WRC: Tutoring Students with Comprehension Problems*

Other: Books and Binders:

- *NW national service symposium. (Stories of service).* (1999). Portland, OR: Northwest Regional Educational Laboratory.
- Jackson, N.R. & Pillow, P.L. (1992). *The reading-writing workshop: Getting started.* NY, NY: Scholastic Professional Books.
- Collins, R.C. (1999). *America reads challenge; Reading helpers: A handbook for training tutors.* Washington, DC: Corporation for National Service.
- Peer Coaching Study Teams
- Innovative Tutoring Practices 2002
- Reading First Application 2002
- WRC Tutoring Models
- McCune, S. (2002). *Reading links: Fluency manual.* (Participants and Facilitators). Olympia, WA: Office of Superintendent of Public Instruction.
- Schacter, J. (n.d.). *Reading programs that work: A review of programs for pre-kindergarten to 4th grade.* Santa Monica, CA: Milken Family Foundation.
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- Arrasmith, D.G. (2002). *Washington reading corps: Innovative tutoring practices.* Portland, OR: Northwest Regional Educational Laboratory.
- WRC Contribution Information 2002