

# Rotary Book Certificate Directions

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1. Determine total dollar amount budgeted for the project.
2. Select local elementary school(s) and amount per school.
3. Print a Rotary Book Certificate Form for each school site. The form is under the Literacy Documents section.
4. Contact the school(s) to announce that your Rotary club will be giving them a financial gift (a Book Certificate) to purchase books for their school.
5. Explain to the school that Lyn from Scholastic Books will be contacting them directly to select and order the books.
6. Confirm the name of the school, a contact person, contact person's phone number and email, and the school's ship to address. Remember to use a separate form for each school site.
7. Complete the Rotary portion of the Rotary Book Certificate Forms including your contact name, email and phone number. Also include the club treasurer's name and mailing address for invoicing after shipment.
8. Submit your forms to Lyn Janeteas with Scholastic Books at [LJaneteas@Scholastic.com](mailto:LJaneteas@Scholastic.com). If you have questions or need to talk with Lyn, her contact number is 1-800-387-1437 x217.
9. Lyn, our rep at Scholastic, will review your forms and send both you and the school contacts confirmation emails.
10. Lyn will then work directly with the contact at the school sites in selecting books. She will get them the best possible discounts at the time.
11. Books ship in 10 to 14 days. Books will go directly to the school sites unless you arrange for different delivery.
12. Follow-up with the schools to schedule presentations after the books arrive. It is a great hands-on project to have club members read to the children as part of the presentation.
13. Invite the school principal and/or the contact person to a club meeting. Ask them to talk about their school and to include literacy in their presentation.
14. District 5320 Literacy contact is Teri Snyder. Contact her at [terylsnyder@yahoo.com](mailto:terylsnyder@yahoo.com) or 714-731-2384.