



Heart for
People

Dear Educator,

Thank you for donating \$5 to download the **Read to Roof** program. I have successfully implemented this program in my own classroom and school for the past few years. This program will encourage your students to raise money for students in Uganda with each hour of reading they complete. Included in this packet are instructions on how to successfully incorporate the **Read to Roof** program into your own classroom.

I suggest running the program for 5-6 weeks, but initially you may want to try it out for 2-3 weeks. This will allow the students, parents, and teachers to become accustomed to the format, and will help you gauge the interest level in the participating classrooms.

Here are some tips from my own personal experience using the **Read to Roof** program:

- Weekly followups with the participating classrooms are helpful.
- Motivating the teachers and students is key!
- Making the reading mandatory and the fundraising optional keeps the program education based, but also encourages participants to fund-raise of their own accord.

Please contact me, or anyone at **Heart for People**, with any questions or concerns. Thank you for your participation in our cause!

Sincerely,

Cindy Donough
Secretary, Heart for People
cindy@donough.net
www.heartforpeople.org

How the Read to Roof Program Works

1. Set a duration for the program to run (suggested duration: 5-6 weeks)
2. Introduce the program to students/participants using the presentation included in this packet (an example of an *Invitation Letter* to send home to the parents of students is also included in this packet)
3. Participants will use a weekly reading log to keep track of their hours spent reading
4. Send parent of participating students information letters home with first reading log
5. Participants will seek sponsors to donate for each hour they read
6. Leader will collect and save the reading logs, and distribute a new log at the end of each week
7. At the beginning of the final week, send a reminder home with each student that the program is coming to an end with instructions on collecting pledged funds (see the example of the *Parent Letter* included, or *Teacher Reminder Letter* if you are not the teacher of the class participating in the **Read to Roof** program)
8. Suggested ending activity: Show students the “thank you” presentation included in this packet. Remind them that they are helping children just like them, across the ocean, through the power of their reading. Give students an envelope for their final donation collections and have them decorate it.
9. **Final step:** After the last week of the program, collect all reading logs. Tally the amount of hours read for each student. Send home all the logs stapled together along with the total amount of hours displayed clearly on the front. Include fund collection instructions (included in the *Parent Letter*). All checks should be made out to “**Heart for People Foundation**”)
10. Optional: Provide a colorful donation box in the classroom for the duration of the program. Draw attention to it occasionally and allow participants to bring in donations at any time.

Example of *Proposal Letter* to host Read to Roof in your school

Dear Principal Smith,

I am writing to you because I have an idea that we hope you will like. It's a project through the non-profit **Heart for People** called "**Read to Roof**." It's mission is to raise money to support classrooms in Uganda, to promote reading within our schools, and to cultivate a sense of connection between children across the globe.

The program was first tested in 2013 by Mrs. Cindy Donough, a second grade teacher at Harding Elementary School in Kenilworth, NJ. Cindy's students and other classmates raised \$900 to put a roof on a school in Kiboga, Uganda. During a set time period, participants will seek sponsors for each hour of reading that they log. "**Read to Roof**" is a great way to promote reading and to educate students about other cultures.

Would you be willing to discuss this project further? You can contact me or **Heart for People** (contact@heartforpeople.org) if you have any questions or concerns about this project. Thank you for your time!

Most Sincerely,

Jane Smith

Example of *Invitation Letter* for students to participate in Read to Roof

Dear Parents,

During the month of X, we would like to invite your child to participate in the **Read to Roof** challenge through the **Heart for People Foundation**. This program encourages students participating in the challenge to seek individuals to sponsor them for each hour that they read, or for each book that they complete, to raise money for impoverished schools in Uganda (for example, a student might have a sponsor who would agree to give fifty cents for each hour that the student reads).

At the end of the duration of the challenge, our students will collect the donations and bring them into class to be collected. The class will then review a list of needs of the partner schools in Uganda, and decide where they would like the money that they have raised to go.

The primary purpose of the **Read to Roof** program is to raise funds to support the building of classrooms in Uganda, Africa, from the ground to the roof. Some funds are also used to buy pencils, composition books, and chalk for **Heart for People's** partner schools. For example, the children at Harding Elementary School in Kenilworth, NJ, raised \$900 which put a roof on a school in Kiboga, Uganda.

There are 2.6 million orphans and vulnerable children in Uganda. Providing a classroom gives the children in Uganda hope and a future. **Read to Roof** gives students in the United States the opportunity to make big changes in the lives of children across the globe, simply by reading.

The program will begin today (xx/xx/xxxx) and continue through (xx/xx/xxxx). Please collect all donations and place them in an envelope with your child's name. At the end of the project duration, please write the final donations amount on the envelope, and have your child bring it to class. All donations will be due to your child's classroom teacher by (xx\xx\xxxx).

Thank you for your support!

Sincerely,

Jane Smith

Example of *Teacher Reminder Letter* to send to teachers of participating students

Dear Teachers,

This is the last reading log for **Read to Roof**. Thank you for sticking with it!!

Please send home the ***parent letter*** when you distribute the last reading log to your participating students. Your students should be returning that last log on (xx/xx/xxxx) . Once you have their last log, tally the total hours and minutes read. Students can then contact their sponsors and collect donations. Flat donations are fine too! All checks should be made out to **The Heart for People Foundation** with **Read to Roof** in the memo line.

Thank you again for participating and encouraging your students! I contacted my students and the school supervisor in Uganda to inform them of our fundraiser. They are so thankful that students and teachers half a world away have taken an interest in them and care about them. They send a big "Waybale Nyo!" which means thank you very much in their local language, Luganda.

Thank you!!

Jane Smith

Example of *Parent Letter* to send home with students at the end of the project

Dear Parents,

This is our last week for **Read to Roof!** Thank you very much for your participation in this program!

Once the last reading log has been turned in, the amount of hours and minutes read will be counted, and all logs will be returned to you. Please have your child contact their sponsors to gather donations once you receive your total amount of time read. Flat donation are welcome too! **Donations are due no later than (xx/xx/xxxx).** All checks should be made out to **The Heart for People Foundation** with **Read to Roof** in the memo line.

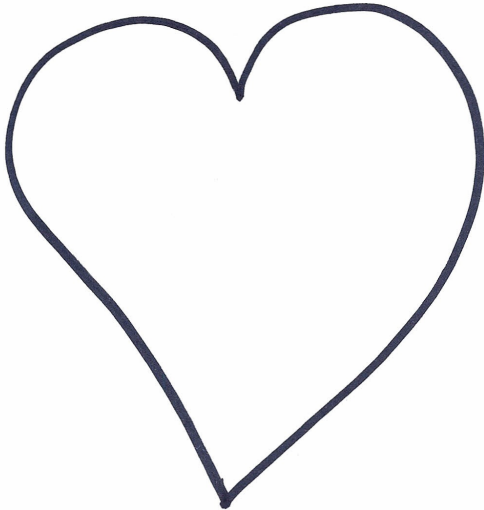
I contacted the school supervisor in Uganda to inform them of our fundraiser. They are so thankful that students and teachers half a world away have taken an interest in them and care about them. They send a big "*Waybale Nyo!*" which means thank you very much in their local language, Luganda.

Thank you again for your participation!

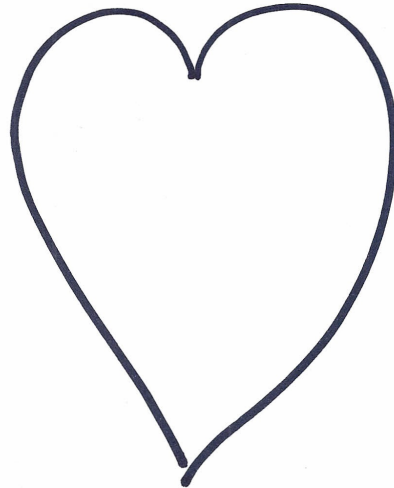
Jane Smith

Final total of reading hours

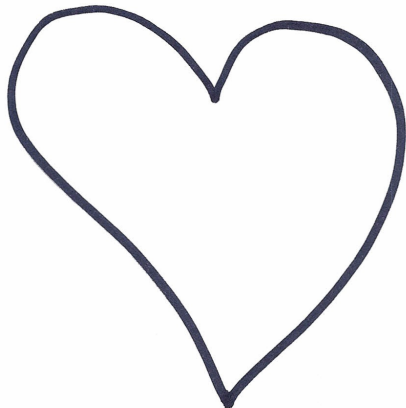
My reading
total is



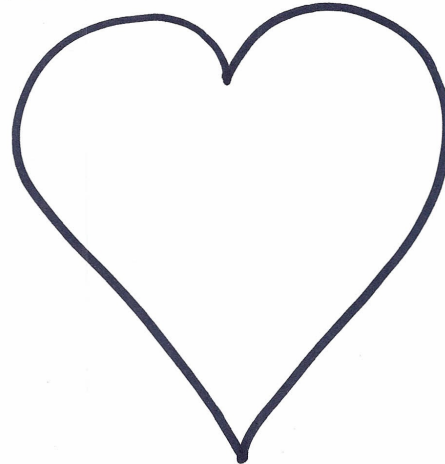
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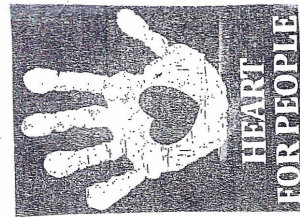
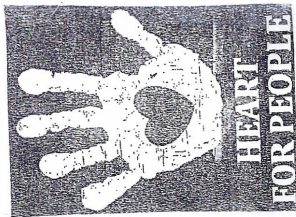
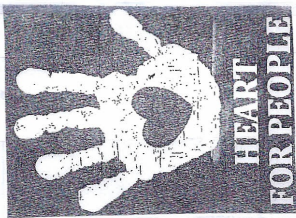
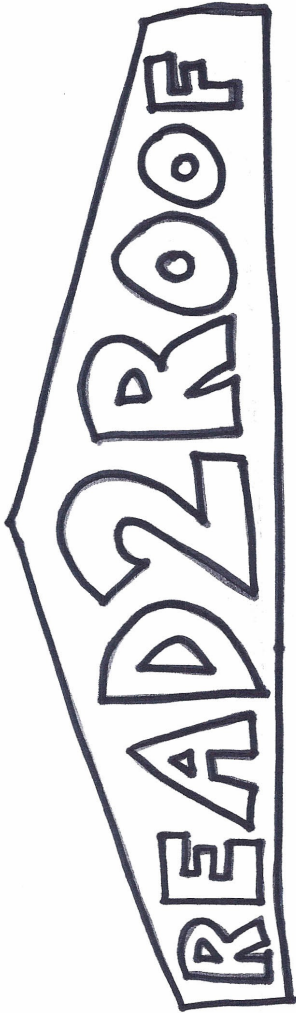
My reading
total is



My reading
total is



Bookmarks for coloring



Name: _____ Date Due: _____ Total Reading Time: _____

READ2ROOF

My Reading Log



Date:	Book Title & Author	Pages Read	Minutes Read	Parent or Teacher Signature
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Name: _____ Date Due: _____ Total Reading Time: _____

READ2ROOF

My Reading Log



Date:	Book Title & Author	Pages Read	Minutes Read	Parent or Teacher Signature
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Name: _____

Date Due: _____



Heart for
People

READ2ROOF

My Sponsor Sheet

[illegible]