

Rotary District 7620 The Dictionary Project  
Information and Procedure for Club Presidents  
**COMMUNICATION, COLLABORATION, COORDINATION  
WILL MAKE THE DICTIONARY PROJECT HAPPEN!**

Club Presidents and Presidents-Elect:

It is time to alert your club members to the guidelines for the upcoming Dictionary Project in District 7620.

The Goal of The District Dictionary Project is:  
To distribute a free dictionary to each third grade student in the public schools of Rotary District 7620 in the fall of each year (An estimated 70,000 dictionaries).



The District Dictionary Project is a collaborative effort among the District 7620 member clubs, public school systems of Maryland (twelve counties on the western shore) and Washington, DC, and, the business community where applicable.

In order to implement a successful program, you are asked to follow the District Guidelines with the understanding that each club may tailor its program according to its abilities, priorities, and knowledge from past experience. Small clubs are not to be discouraged by lack of funds or manpower—the larger clubs are encouraged to lend a helping hand! This collaborative effort will ensure that each school's needs will be met. Keeping the goal in mind, it is in the spirit of generosity as well as of service that Rotary implements this worthwhile Dictionary Project.

### **District Support**

The Assistant Governors or their appointees will serve as coordinators for each county and will communicate with each club.

The District through the Planning Committee and the AGs will:

- Contact the superintendent of each county
- Obtain list of elementary schools in each county and third grade class enrollments
- Assist in coordinating the selection of schools for clubs



- Provide the quantity of books needed for each school
- Provide the template for dictionary labels/bookplates
- Provide clubs with The Dictionary Project brochures, bookmarks, and fact sheet
- Identify business/education partnership programs in each county
- Provide suggestions for presentations by members to the students in the schools
- Research large corporate funding resources

### **Club Support**

The individual clubs will provide the resources to implement the ordering and distribution process, which will include:

- Funding the purchase of the dictionaries required for distribution
- Ordering dictionaries for students, teachers, and aides directly from  
**The Dictionary Project in Charleston, SC**  
**Mary French-contact**  
**The Dictionary Project**  
**PO Box 1845**  
**Charleston, SC 29402**  
**1 843-856-2706**  
**[www.dictionaryproject.org](http://www.dictionaryproject.org)**
- Personalizing labels/bookplates using a generic design provided by the district
- Arranging for dictionaries to be mailed directly to each club according to the order, in boxes of 24
- Organizing the insertion of labels/bookplates into the dictionaries
- Distributing the dictionaries to the selected schools as agreed upon with the AG
- Arranging with each school a day and time to present the books to the students by club members
- Inviting media to the presentations and submitting press releases.

“TELL YOUR STORY”

### **Time Frame**

- Summer months - District and Clubs to promote the program
  - Communicate the program to the club members and project representatives.
  - Obtain commitment of club members to visit schools and to distribute the books in the fall.
  - Publicize in meetings, minutes, newsletters, websites, and press releases to the media.



- Late August/early September
  - Complete by September 16 - Selection of schools by clubs; Placement of order (24 books to a case) to Mary French of The Dictionary Project; 10 days-2 week turn-around time for delivery of books
  - Obtain label/bookplate stock and prepare.
- September/October
  - Insert labels/bookplates.
  - Distribute books to the schools.
- October 28
  - Distribution to schools should be completed.
  - Remember to take photos of school visits, send to media and to AG for publications.
  - Compile results and send to AG.
  - Tell your story to your members and to the community.

**Cost of dictionaries** - Range is about \$2.50 a book

Labels are an additional cost.

*Let us, as committed Rotarians, make a difference in the quality of life of third grade students and help them “To Learn to Read and Read to Learn.” It is through this literacy program that students can improve their communication skills as well as their quality of life and that of the community-at-large.*

