

A Special Welcome and Thank You From Sandy

Thank you for inviting me to your organization to visit with your youth and staff. I look forward to spending time and having fun with you while encouraging your young people about the importance of reading. To make sure the day is a success, I have enclosed some suggestions that you might find helpful in the planning my visit. Because I know that each school is different, I encourage you to implement any other ideas you feel are pertinent to your school setting, in addition to those I have suggested here. I have also enclosed a list of items I will need the day of my presentation. Again, thanks for having me. I'm honored that you have requested my visit and I look forward to encouraging your young people to learn about different cultures through the use of literature. I'm sure your school will continue its endeavors to expose your youth to a variety of ethnic backgrounds by introducing them to many other authors and their books. I applaud your efforts.

Sincerely, Sandy Lynne Holman

Author of "Grandpa Is Everything Black Bad?"

About this packet...

This packet is divided into two halves. In the left pocket, you will find mostly background information about The Culture C.O.-O.P. including references, a sample list of organizations we have collaborated with and quotes from others who have attended our presentations and seminars. If you are unfamiliar with The Culture C.O.-O.P., we encourage you to browse through this material to learn more about our products and services and our commitment to youth, adults and diversity education.

In the right pocket, you will find various one-sheet instructions and/or samples to help you prepare for an author visit. All of the following materials are important. So, please take a moment to look each of them over, carefully.

- Items Sandy will Need: This is a check list of items Sandy will need the day of her visit. Please review this list and make sure you can provide all items indicated.
- Sample Order Form For Parents: Make copies of this sheet to send home with children at your school. It will explain to parents how to order the book in advance of Sandy's visit.
- Sample Request for Other School Participation: Use this sheet as an example cover letter, to be typed on your own organization's letterhead, to notify other schools in your district of Sandy's upcoming visit. It has been our experience that other schools who were unaware of Sandy's visit would have liked the opportunity to also have her visit their school. In addition, there is an opportunity for cost sharing among the schools who participate.
- Suggestions for Teachers: This sheet has a number of suggestions for teachers on how to use our books in the classroom. Make photocopies of the material here and distribute to teacher's whose students will be participating in Sandy's visit.
- Sample Request for Donations: An example cover letter, to be typed on your own organization's letterhead, to attract businesses in your community to make donations and help defray the cost of an author visit.
- Sample News Release: A sample news release to send to your local media (newspaper, radio and TV stations) to announce Sandy's visit. This can lead to good exposure for your school and for any other organizations that participate in helping to make Sandy's visit possible through their donations.
- Travel Arrangements: This sheet will provide information on various travel arrangements, if any, necessary to be worked out prior to Sandy's visit. **(Not Yet Available)**
- Have Sandy Visit for Free: This sheet explains a special offer whereby if you are able to sell more than 300 books to children, Sandy will visit your school at no charge. There are a few restrictions to this offer, so please read it carefully. **(Not Yet Available)**

Because we know that each school is different, we encourage you to implement any ideas you feel are pertinent to your school setting in addition to those we have recommended here. If you have any ideas you might like our help with or would just like to run past us for our suggestions, please don't hesitate to call our outreach coordinator, Lyn Turner, at (530)-792-1334. Thank you.

Lyn Turner
Outreach Coordinator

Sample Letter of Request for Donations

(to be typed on your organization's letterhead)

From: (hosting organization's and coordinator's name)

To: Local Businesses and other Organizations in our District

Re: Request for Donations in getting an Award Winning Author to visit our community

Award Winning Author, Sandy Lynne Holman, is visiting our community and we need your support.

We are very excited to announce that we are in the process of inviting nationally renown author, Sandy Lynne Holman, to visit our community. Sandy is a dynamic speaker who has the special gift of connecting with people of all backgrounds, especially youth. We would like to have Sandy work with our organization so that our youth can benefit from all she has to offer. Sandy focuses on teaching young people to respect elders, to learn about the world through literature, and to respect individuals that come from different backgrounds. Her work has been featured in the School Library Journal, Writer's Digest, The Los Angeles Times and the Today Show. She has an excellent reputation for making the day an exciting one for all.

We are asking for your help in bringing Sandy to our community by making a small financial or material donation. Your organization can make contributions towards her speaker's fee, hotel room, transportation and meals. In addition or alternatively, you can make contributions toward the purchase of some of her books for our youth.

We are inviting the media to participate in our visit with Sandy. Organizations that make contributions towards Sandy's visit will have an opportunity for acknowledgment and positive exposure in the media. We will also send a note home to parents acknowledging any donations we have received.

If you would like to support our special day with Sandy, please call (name and number of coordinator here) . We appreciate your support and thank you for your donation.

If you are unable to make a direct donation, but would like to buy one of Sandy's books to donate to a child, you can contact (name and number of coordinator here) or you may also contact the publisher, The Culture C.O.-O.P., directly, at 1-877-COLORS-7 and ask for Lyn Turner. Sandy will be autographing books for children and she can make a personalized comment on behalf of the donating organization.

Thank you for your time and consideration. If you have any additional questions feel free to contact (name and number of coordinator here) .

Sample News Release

(to be typed on your organization's letterhead)

For Release: _____
(3 or more days prior to date of Sandy's visit here)

Contact: _____
(name and number of organization & coordinator)

Headline: Award winning author to visit _____
(name of organization Sandy is visiting here)

Sandy Lynne Holman, award winning author of "Grandpa, Is Everything Black Bad?", will be visiting our community for a special presentation and book signing. Sandy has been touring the country and conducting presentations that encourage the use of literature to help children learn about the diverse world around them.

Sandy's work has been featured in the School Library Journal, Writer's Digest, The Los Angeles Times and on the Today Show. She has won awards for her work with both children and adults. Sandy is known for her ability to encourage youth to respect their elders, to read books, and to learn about different cultures in the world. One of her messages is that "Everyone, has something special that they can offer others--because we each have a gift."

Sandy received her BA in psychology from the University of California at Davis and her M.S. in School Counseling from California State University of Sacramento. She has given presentations to thousands of youth and adults on a variety of topics, such as cultural diversity, self esteem, and Alcohol and Drug prevention. Her experiences as a Counselor, Prevention Coordinator, Outreach Consultant and Author have given her a practitioner's insight into the many challenges facing our communities. She is known especially for her ability to connect with youth. "Everyone, parents and students alike, needs to see her presentation" reported one of her past participants. Interested readers can find out more about Sandy's visit by contacting _____ *(name and number of coordinator here)*.

To find out more about The Culture C.O.-O.P. or to order Sandy's books, you can visit their website at www.CultureCo-Op.com or dial, 1-877-COLORS-7, toll free. Sandy's books are also available at local book stores.

_____ *(name of hosting organization here)* would also like to take this opportunity to thank _____ *(names of donating organizations here)* whose kind donations have helped to make Sandy's visit possible.¹

1. Include this last paragraph to acknowledge any organizations that have made contributions to help make Sandy's visit possible.

Suggestions For Teachers To Prepare For Sandy's Visit

Note: All except item 1 should be considered optional.

- 1. Read the story to/with your class before Sandy's visit.**
2. Play a tape of a drum (or play a drum yourself) while reading the drum sequence of the story.
3. Have younger students draw a picture that illustrates their favorite part of the story.
4. Have older students finish the statement, "The part of the story I liked best..." or, after Sandy's visit, have them finish the statement, "The part of Sandy's visit that touched me was..."
5. Show your students a map of Africa and have them each chose a country to write about.
6. Have your students make drums out of old coffee cans. Your students can use these drums during Sandy's visit. They can decorate them with African prints, pictures of Africa from magazines, etc.
7. Talk about how children can learn a lot from seniors like Montsho does from his grandfather in the story. Invite a senior citizen to come speak to your class and share some local history.
8. Have children ask their parents about their heritage and then have the children share something simple about their heritage with the class.
9. Show children a video tape about Africa
10. Play music from Africa and other parts of the world. Share with children how all countries have some sort of musical traditions.
11. Have students read the story and create a skit based on the story for the class.
12. Do an art project where each class Sandy is visiting makes a poster welcoming Sandy to the school.
13. Have students make-up their own story to get them familiar with the process of making a book.
14. Along with your students, generate a list of questions to ask Sandy about her book or about being an author.
- 15. Be creative and do whatever your imagination dictates. Doing something with your students before Sandy visits makes their day with her extra special.**

Special Handout for Children to Take Home to Parents

Who: Award Winning Children's Author Sandy Lynne Holman

What: Sandy will be visiting our school to spend the day with our staff and students. Her book, "Grandpa, Is Everything Black Bad?" is available to order for your child in advance of her visit. Just fill out the form below and return it with your payment to the school.

When: _____
(write in date/time of Sandy's visit here)

Where: _____
(write in location of Sandy's visit here)

Why: **All advance orders for Sandy's books receive a 20% discount** off of the cover price of \$20.00 (\$18.65 + \$1.35 tax). That means you pay only \$16.00. **This offer is good only on advance orders.** Books may still be purchased on the day of Sandy's visit. However, you will have to pay full cover price of \$20.00. In addition, ordering Sandy's book in advance will ensure she will bring enough books when she visits our school so that your child will be able to obtain a personally autographed copy. The day promises to be a fun and exciting one. Don't miss this opportunity to get a special keepsake for your child.

Advance Order Form

(detach along line above and return with your payment)

Parent's Name: _____

Phone: _____

Street Address: _____

City, State, Zip: _____



Number of books: _____ x \$16.00 = \$ _____ card # _____ - _____ - _____ - _____, exp: _____

(or, make check to "The Culture C.O.-O.P.")

We accept visa/master card, check or money orders. Make checks payable to "The Culture C.O.-O.P." Payment must be received at least one week prior to Sandy's visit (date above) to be considered an "advance" order.

Autograph book(s) to... _____

**For Distribution to Other Schools or
Organizations in Your District**

(to be typed on your organization's letterhead)

To: Other Schools/Organizations in our District

From: *(your organization's name and name of coordinator here)*

Re: Participating in An Author Visit

An award winning children's author, Sandy Lynne Holman, will be making a visit to our School on *(put date of Sandy's visit here)* .

If you are interested in having Sandy also visit your school/organization while she is in town and would like to work together so that our respective organizations can share travel costs and other expenses, please call *(local school coordinator's name and number here)* . Also, please contact the publisher, The Culture C.O.-O.P., directly, at 530-792-1334 and ask for Lyn Turner. Lyn is very helpful in coordinating Sandy's visit.

Sandy Lynne Holman is an award winning author whose work has been featured in the School Library Journal, The Today show, The Los Angeles Times and several other venues. She is a nationally known speaker whose background is in Education. Sandy travels the country conducting fun dynamic and interactive presentations. She is using her latest book, "Grandpa, Is Everything Black Bad?" to offer exciting presentations for adults and youth, to encourage respect for elders, appreciation for diversity, and to foster excitement about reading. She has presented to thousands of students all over the country and is known for her outgoing and loving nature. The day promises to be an exciting one.

If you would like to consider having Sandy at your school/organization while she is in the area, you will need to act fast. I encourage you to call The Culture C.O.-O.P. at the above number. The Culture C.O.-O.P. provides a variety of services and Lyn Turner can answer any questions you might have.

Sincerely,

 (local school coordinator's name here)

Guidelines for Coordinating Author Visit

1. **First, it is important** to have teachers read the story to the class a day or two before the author's arrival so that all the youth can think of questions to ask based on their understanding of the story. You can also do activities or units around the book before the author's arrival. (See the sheet outlining suggestions for teachers).
2. Have teachers talk a little bit with their students on the importance of learning about people who look different from them and how books are a wonderful way to explore our world.
3. Some schools had their youth make welcome signs and hung them around the school. This made the students feel something exciting was about to happen and made them feel they had a part in planning the day.
4. Organize students into one or two groups so that the maximum number of presentations done by the author in one day is two (2). You must receive prior approval if you wish to schedule more than two presentations in a day. Also, please keep children that are in roughly the same grade levels in the same groups. For example, try not to mix K-2 with older grade levels.
5. Allow 40-50 minutes for presentations to groups of children grades 4 and older and 30-40 minutes for younger, K-3, children.
6. We prefer and encourage you to schedule all presentations before the lunch hour. You are welcome to schedule the author to have lunch with your staff after her presentations.
7. If possible, please arrange to have each presentation in the same room (e.g. cafeteria, library) so that the author need only setup equipment and materials once.
8. Please allow for 5-10 minutes between each presentation; more if equipment and materials will need to be moved to other rooms.
9. If each presentation is in a different room, please arrange to make a wheeled cart available and for someone to assist the author in moving equipment and materials.
10. Find out which students are especially interested in writing a book some day and select them to help the author during the day of the event.
11. You are welcome to plan some portion of the day (approx. 1/2 hour), after the author's presentations, where the author simply visits individual classes for a few minutes of Q&A with the students. No more than 4 - 5 classes please.
12. Arrange for some time (approx. 1/2 hour) after the presentations and Q&A for the author to autograph books for those students who have purchased them and any spare book covers she may have handed out during her presentations.
13. Feel free to send a notice home for parents sharing information about the author's visit and inviting them to attend the author's presentations. (This is optional)
14. Have teachers spend a little time with their class after the visit and ask them what they thought about the presentation. (One school compiled a paper book entitled, "How you touched my heart..." and had the children complete the sentence. The responses from children were absolutely amazing.)
15. Here is an example schedule...

8:00 - 8:30	Arrival and setup
8:30 - 9:00	Grades K-3 (in cafeteria)
9:20 - 10:10	Grades 4-6 (in cafeteria)
10:15 - 10:40	Additional classroom visits Q&A
10:40 - 11:20	Autographing
11:25 - 12:25	Lunch with staff

16. **Encourage your students and Teachers to have fun! Whatever you decide works best for your school is appropriate. See you soon!**

Specific Items I Need Your Organization To Provide

Note: You need to provide only those items indicated by a check or cross-mark.

_____ TV/VCR

_____ SLIDE PROJECTOR AND SCREEN

_____ OVERHEAD PROJECTOR AND SCREEN

_____ CD PLAYER

_____ 14 CHAIRS TO HELP PROP UP SOME PICTURES

_____ A TABLE AT FRONT OF THE ROOM

_____ CART TO MOVE MATERIALS AND EQUIPMENT AROUND IF I WILL BE MOVING FROM CLASS TO CLASS

_____ ADEQUATE SPACE IN THE ROOM FOR DANCING

_____ RYTHM/DRUM STICKS FOR EACH PARTICIPANT (you can substitute sticks from a craft store and, if you are in a real bind, even chop-sticks or popsicle sticks)

_____ WATER FOR DRINKING (THATS JUST FOR ME) / HOT TEA

_____ PEOPLE WHO ARE READY TO HAVE A LITTLE FUN

_____ (other)_____

Sample List of Organizations We Have Worked With

African American-Advocate
Aids Peer Educator
Alcohol and Drug Programs in several States
Alyce Norman Elementary School
Banyan Elementary School District
Barnes in Noble in several locations
Black Venus Book Store in Arizona
Book Expo America
Business Youth Partnership Conference
California Association for the Education of Young People
California Association of Teachers of English
California Department of Education Parent Involvement Institute
California Friday Night Live Program
California Head Start conference
California Reading Association
California Reads Program
Celebrate Victory in Atlanta
Community Drug-Free School Zones PProject
Council of Black Administrators
Creative Child Care Program
Cross Cultural Center
Cultural Competence and Mental Health Summit
Delta Sierra
Donlon Elementary
Elder Creek Elementary
Families Centered Services Conference
Father Keith Bickening School
Greer Elementary
Illinois Reading Council
International Reading Association
John Bidwell Elementary
John Holst Elementary
Johnson Elementary School
King Middle School
Little Hands Book Club
Los Angeles times festival of Books
Los Rios Community College District
Unity Conference for News Media
Mark Hopkins Elementary
Martin Luther King
National Association for the Education of Young People
National Association of Elementary School Principals
National Dropout Prevention Network in North Dakota
National Dropout Prevention Network Summer Institute
National Head Start Program
Natural High Conference
Northern California Early Childhood Education Conference
Northern Virginia Community College
On track Program
Robla School District
Sacramento Book Collectors Club was organized
Sacramento City College
Sacramento County Office of Education
Sacramento Start Program
Sam Panell Community Center
San Bernardino Friday Night Live
Sierra County School District
Summer Youth Employment and Training Program
Tennessee State Department of Education
The Black Caucus of the American Library Association
The Learning and Self Esteem Network
University of California at Davis
Unlocking your Potential Conference in Oklahoma
Women Health Leadership Project
Yolo County Alcohol and Drug Prevention
Yolo County Casa
Yolo County Friday Night Live
Yolo County Library
Yolo Unite
Yonkers Museum in North Dakota
Youth connections
Youth Services Task force