July 18, 2016

Dear Department Leads,

As we begin to reflect on our Summer Leadership Conference and the recommendation from AdvancEd, we know how important it is for every student to have an advocate. As you begin planning for the 2016-17 school year, please let me know if your department would like to mentor students at the same school as last year, a new location or if you will offer employees a choice in the selection of the school they will mentor a student. There are advantages in mentoring at the same school and offering choice. Please begin having this conversation with your staff and how the North Star Reading Initiative can best work for your department while helping to increase literacy scores in our district.

Thank you for volunteering to support our superintendent’s vision around the North Star Reading Initiative. We are excited about the impact you will have on the student(s) you serve. In order for us to begin the mentoring process, we need to know the names of the employees who will mentor students and how many students they are willing to mentor.

If your department decides to select a school, your partner school will send you an orientation date to visit the school to learn more about expectations, the website to find lessons, and answer any questions you may have about this initiative. If your staff would like to mentor a student from last year, please inform the site coordinator at the school during the required orientation. We encourage you to energize your staff around this initiative and ask them to remain committed to this volunteer experience.

Name of Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We wish to volunteer as a department at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School. \* Number of North Star volunteers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We wish to volunteer individually at our school of choice. Please complete chart below.

If you could have this information completed by July 28th and sent to North Star Reading Partners email at ([nsrp@cms.k12.nc.us](mailto:nsrp@cms.k12.nc.us)) we would greatly appreciate it.

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| --- | --- | --- | --- | --- | --- |
| **Name of employee**  **(First , Last)** | **Email address** | **School** | **Number of 3rd/4th grade students willing to mentor** | **Number of 7th/8th grade students willing to mentor** | **Number of 12th grade students willing to mentor** |
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