

# Salem School PTO

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**TITLE:** Policy for Reading Hall of Fame Incentives

**DATE ADOPTED:** February 24, 2009

## **POLICY/PROCEDURE(S):**

It is the policy of the Salem School PTO to support and encourage voluntary reading by the students of Salem School. To that end the PTO will include a line item for Reading Hall of Fame in its budget each year. The dollar amount within the Reading Hall of Fame line item may change from year to year as deemed appropriate by the PTO Membership.

In years past the PTO has provided funds for

- a small prize for each student who completes the Reading Hall of Fame requirements by the April 30<sup>th</sup> deadline. Students receive this small prize at the time when their picture goes on the Wall.
- a certificate for up to \$5 off the price of one book which can be redeemed at the Spring Book Fair. Students receive this certificate if they complete the requirements for their Grade Level and turn in their sheets before the PTO-specified Book Fair certificate deadline which is approximately 2 weeks before the Spring Book Fair. Students who don't meet this deadline will be ineligible for the Book Fair certificate incentive, but will remain eligible for other Reading Hall of Fame incentives if they meet the Reading Hall of Fame requirements by the Reading Hall of Fame deadline.

The PTO may decide to fund one or both of those prize options in any given year. Additionally, the dollar amount of the Book Fair prize may vary from year to year. The Book Fair prize is dependent on whether or not a Spring Book Fair is scheduled.

The Reading Hall of Fame requirements for each Grade Level will be established by a Salem School staff member acting in the capacity of Reading Hall of Fame Coordinator. The Coordinator will also determine when a student has completed his/her requirements.

The Coordinator can request the funds for the small, immediate-gratification prize from the PTO at a PTO meeting. For the Spring Book Fair Prize, the PTO will set and publicize (via newsletter and/or other notice in the Wednesday folder) a deadline for students to complete the requirements if they wish to earn this prize. The deadline will be approximately 2 weeks before the beginning of the Spring Book Fair. After the deadline, the PTO will request a list of students who have completed the requirements from the Coordinator, and will utilize the list to create certificates.