

Delta Theta Chi Sorority

NATIONAL LITERACY RULES AND GUIDELINES

The following categories will be the basis for reporting literacy points for each Chapter and Province.

1. **Box Tops Given to Educational Organizations.** Each box top receives 1 point towards the literacy project. Box tops must actually be received by an educational organization to be counted.
2. **Formal Tutoring.** Formal tutoring is actually going to a school or library and listening to a student read, or otherwise helping individuals with learning to read. This does NOT include tutoring as part of your job. Each hour of formal tutoring receives 20 points towards the literacy project.
3. **Informal Tutoring.** This can be listening to a child read, helping someone with spelling words, or otherwise helping someone learn the English language. Each hour spent on informal tutoring is 10 points towards the literacy project.
4. **Dollars spent for books or other supplies to help someone with learning to read,** or learn the English language. Each dollar donated towards these projects is 5 points towards the literacy project. This does not include books or supplies for family members.
5. **Dollars donated directly to a teacher to use for supplies needed for literacy.** This could be money donated to buy newspapers, magazines, etc., donated directly to a teacher for use towards literacy. Each dollar donated is worth 5 literacy points.
6. **Hours Fundraising for Literacy.** Each hour donated equals 10 literacy points.
7. **Other.** This is a broad category. However, if something is done towards literacy that is not covered in the above six categories, it can be listed here and explained. A good rule of thumb for any of these categories is to ask the question: "Is this helping to teach someone to read or write the English language?" If in doubt, please don't count! The Chairman of the National Literacy Committee will use her own discretion in deciding the point value and qualification of the submission.
8. An additional 25 points will be given to each Province at the end of each reporting period if the report is submitted to the National Chairman on or before the deadline.
9. The Literacy Chair will record the accumulated totals for each Province for each reporting period (if more than one reporting period).
10. Please attach copies of any related materials for each category. For example: receipts, newspaper articles and/or announcements, emails/letters to donation recipients, dates/times of tutoring, pictures of books/supplies donated, etc.).

After the final reporting period, the Literacy Chair will obtain the number of members in each Province from the NEST. The number of points will be divided by the number of members per Province.