

Learning Bonus Celebration Prep Guide



Successful Learning Bonus Celebrations take some planning. Use the chart below to plan yours. Additional information about each task is listed following the chart.

| **Task** | **The People Working Together****on This** | **This is****Done!** |
| --- | --- | --- |
| Advertise the Learning Bonus Celebration |  |  |
| Plan the Learning Bonus Celebration |  |  |
| Run Learning Bonus Celebration reports |  |  |
| Prepare the Learning Bonus Celebration documents* Reward letters for every child
* Certificates for every child
* Perfect attendance certificates
* Family certificates (optional)
 |  |  |
| Gather the Learning Bonus Celebration materials* Teacher recognitions/appreciations
* Food and decorations
* Chairs and tables (be sure there is adequate space for everyone to sit!)
* Photo slideshow and technology to display it
* Welcome and directional signs and banners
* Any student work you want to share
* Any rewards you are distributing
 |  |  |

# Advertise the Learning Bonus Celebration

Start telling families about the Learning Bonus Celebration early! Send a “save the date,” at least two weeks in advance, to make sure families know the date and time and can plan accordingly. Then send invitations, reminders, posters—anything to keep it on everyone’s mind. See *Learning Bonus Celebration Sample Documents* for suggestions and ideas.

# Plan the Learning Bonus Celebration

As a staff, you can support each other as you attend to outreach, food, decorations, rewards distribution, and other celebration details. Consider the following elements to make it a party

## Photo Slideshow

Throughout Springboard, we ask staff to take and share photos. Leaders often compile their favorite pictures into a slide display to show at the Learning Bonus Celebration, either upon arrival, or as part of the agenda. Be sure to include photos of as many people as you can! (But, make sure you have media releases for every child that appears in the photos.)

## Teacher Recognition

Plan something as small as a verbal thank you, or large such as a thoughtful appreciation gift. Allow families and students the opportunity to acknowledge the effort that teachers put into their work, and make sure that teachers feel special at the Learning Bonus Celebration, too!

## Family Recognition

There are many ways to recognize families as partners for their participation in Springboard. You can ask them to stand by class or all at once, and give a hearty round of applause. Students can write thank you notes and present them to their adults at the celebration. Certificates can be given to adults, in addition to students, for participation or for superlatives.

## Student Work

Highlighting student work recognizes a job well done, and keeps the celebration focused on academics and students’ learning!

## Food and Decorations

The Learning Bonus Celebration is a party! Leaders may wish to decorate the space and to provide food, or to ask families to contribute food. The site “fun fund” may be able to help cover the costs of the celebration. Talk with your Springboard manager to see if your program might have money funds and any expense limit. Be resourceful and use your imagination. Some sites have celebrated with luaus, barbeques, dance parties, and ice cream socials.

# Run LBC Reports

The Learning Bonus Celebration is an opportunity to reap the benefits of keeping tight records during programming. Connect: Educator has many summative reports that are helpful in the planning of this event.

## Let’s “Spring” Forward

When Springboard Collaborative sessions are over, the best part is that every member involved is able to take what they have learned and use it at home and beyond. A purpose of this program is that Springboard acts as a “spring” to move forward with literacy skills and progress. Encourage students and their families to talk about how they will “spring” forward with success. Consider a fun and interactive way to do this like passing a ball, or musical chairs.

## Resources to Use at Home

Remind family members to continue working with their students at home. Offer any advice from the workshops that you feel is important for students to keep working on. Offer any information about community resources (or upcoming Springboard programs!)

## Celebrate Success

This is the most fun part! Celebrate the success of your students and families. Consider the following:

* Distribute certificates, awards, or rewards (if possible)
* Give teachers and family members awards, too
* Showcase student work
* Display photos from the program
* Play a game
* Have a guest reader or read aloud

**Closing**

Thank students and their families for coming together each week to work hard. Give them time to share anything they would like to.