

Reward Books Guide

Receipt & Inventory

Receiving your materials

Your materials arrive in boxes labeled “Reward - Level”. You can also identify where your materials are contained based on the box #s provided in your packing list!

Inventorying your materials

- Unpack boxes and inventory all materials within **3 business days of receipt of shipment**
- Check that quantities of materials match what’s listed in the packing list, toggling the received field accordingly
- If there are any materials missing, note the specific resource & amount missing in the packing list and notify your project manager immediately

Reward Books

While we recommend that 4 Reward Books are given to students as their Tier 1 reward at the Learning Bonus Celebration, the remaining 5 can be used at the site’s strategic discretion. If you are in need of a way to track this, [here’s a template you are welcome to use](#). ***All students should receive 9 books total by the conclusion of programming.***

Distribution

- Store in a central location, or once class levels have been set, distribute a leveled Reward Books box to each of your teachers.
- Hand-out Reward Books throughout programming and at the Learning Bonus Celebration.

Strategies for distribution			
<i>When</i>	<i>To incentivize</i>	<i>#</i>	<i>How</i>
Pre-programming	Team-building huddle attendance	1	Given to students during/at the conclusion of a team-building huddle
During instruction	Assessment completion	1	Given to students when they complete their beginning/ending assessment.
	Instructional attendance	1-5	Given to all students their first day of attendance. Given to students in

			attendance on a publicized set of dates. Given to celebrate halfway-day of programming. Given to students to read in-class.
	Logging reading time/books-read	1	Given to students who logged reading time/books-read.
At workshops	Participation	1-4	Given to students at each workshop.
At the Learning Bonus Celebration (LBC)	Participation in program*	4	Given to all students who completed programming.
	Superlatives	1	Given to all students at the LBC.

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