



### Let's READ, Nebraska!

Thank you for joining the effort to serve 800 Nebraska students by providing caring adult mentors who support literacy! Below you will find the steps for getting started and access funding.

#### Getting Started

- **Identifying Students** - As you are working with your districts to identify students who qualify for the grant, please share the following information with your reading specialists.

**Student Eligibility**

*Performs below the threshold level determined pursuant to section [79-2603](#) of LB1081 on an approved reading assessment. A student who is identified as having a reading deficiency pursuant to this subsection shall remain identified as having a reading deficiency until the student performs at or above the threshold level on an approved reading assessment.*

- **Parent Communication** – Attached you will find the letter parents will need to sign for students to participate. The letter explains a little about the grant and adds a layer of permission for participation. Once signed, this form should be uploaded into Civicore in the student’s profile under documents.
- **Tagging Students in Civicore**  
Go to the Mentee’s profile in CiviCore, select “Edit”, open the “Grant” section and select “Read Nebraska Grant.”

Once selected, Start Date and End Date fields will open up. A start date will need to be entered. The start date will be the same as the match date. If the match closes, you will enter an End Date here, which will be the same as the match closure date.

Hide Grant

Grant
 READ Nebraska Grant  InternNE/Aksarben Foundation

Hide READ Nebraska Grant

Start Date	<input type="text"/>	
End Date	<input type="text"/>	

- **Linked2Literacy** - [Megan Kvols](#) will be reaching out to you to get book orders going and to schedule the training with [Linked2Literacy](#). Feel free to reach out to Megan for questions or support.
- **Resources** - All resources will be housed at this [link](#). Please feel free to bookmark as it is not a public site. Included on this site are the chapter documents, speaking points, book lists for your school district to review/approve, the parent letter and more. Additional documents will be housed here as we move through the grant.

## **Funding**

Listed below are the funds allocated to your chapter for being part of the grant effort.

- **Marketing** - \$1500
- **Recruiting** - \$1500
- **Transportation** to match events like the Zoo or Spring Game - \$1000\*
- **Match Events** – Local events, spring game, zoo, etc. - \$1000\*
- **Coordinator Stipends** (building and program) - \$590 per person\*
- **Coordinator Mileage** (to attend annual conference, regional conferences, travel to buildings or strengths training) - \$300 per person
- **Background Checks** – All new and renewal background checks for READ Nebraska mentors are paid by the grant. Program Services will pay based on the students tagged in Civicore as READ Nebraska participants.

### **\*A couple important notes:**

- The transportation, end of year celebrations and mileage, and coordinator stipends need to tie back to the READ grant. At least one of your grant matches need to be in attendance for the events, transportation related to events and the coordinator stipends need to relate to personnel who oversee grant matches.
- Coordinator stipends will be released once five matches have been tagged in Civicore, parent permission is in place and the paperwork detailed below has been submitted.

### **Chapter Expense Worksheet:**

Please send in all expenses that you have incurred for the READ grant from **September 15, 2023-July 1, 2024**.

- **Tab 1** - Expense Reimbursement requirements are listed on the spreadsheet. In addition to the information on the spreadsheet we also need a copy of each invoice.
- **Tab 2** - Mileage for READ related expenses.
- **Tab 3** - Compensation (Stipends) for building and program coordinators. Please fill out the names, building and position for all that are expected to receive a stipend. Attached is a W-9 that you can send out to your building coordinators and have them return them to [accountspayable@teammates.org](mailto:accountspayable@teammates.org).

The spreadsheets are due by the 10th of every month to [sfalk@teammates.org](mailto:sfalk@teammates.org). The chapter will get reimbursed for the approved expenses by the 1st of the following month. If you exceed the maximum for any category, we will only be able to reimburse for the amount listed. For any expense related questions, please contact Steph at [sfalk@teammates.org](mailto:sfalk@teammates.org)

### **Recruiting New Mentors**

**Recruiting** - We would **love** to work with your team on a recruiting plan for READ Nebraska. Please talk to your Regional Coordinator about creating a plan!

Thank you for making a difference in the lives of students across the state. Let's READ, Nebraska!