

School: \_\_\_\_\_

Contact: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Best Time to Call: \_\_\_\_\_

1. Indicate the title of the person who will serve as the site coordinator. If it is the school reading specialist or a teacher at your school, explain how his/her schedule will be arranged to ensure that he/she will be able to provide training, write the lesson plans for each student, and supervise the tutors. If the site coordinator does not work at your school, explain when the required services will be provided.
2. Describe how you plan to secure the required volunteers to run this program. What plans do you have to keep the volunteers interested and motivated?
3. Describe your plan to involve the parents (of the children being tutored) in this program.
4. Describe the need at your school for the **Wachovia Tutoring Partnership**.
5. Submit a timeline outlining implementation activities. Include dates and times of: summer training for site coordinator at UVA; training for volunteers; tutoring sessions for students; and additional activities being planned (such as a PTA meeting announcing the grant award, parent/child/tutor breakfast, etc.).
6. Submit a budget not to exceed \$15,000. Include \$325 to cover training videos, manual, and *Book Buddies* training fee for site coordinator at UVA (August 20-21, 2001); \$7,000 for bundle of leveled Ready Reader books; salary, not to exceed \$6,000, for personnel to manage the program; supplies; incentives, etc.

Submit three copies and the original proposal which must have a completed cover sheet, be signed by the Superintendent, and have the above information included. No faxed copies will be accepted. The deadline for submission of proposals is June 1, 2001. Mail your proposals to:

Barbara F. Jones  
Specialist, Reading and Language Arts (PRE K-3)  
Office of Elementary School Instructional Services  
Virginia Department of Education  
P.O. Box 2120  
Richmond, Virginia 23218-2120