Educator Participation Guidelines for School Year 2020-21

Virtual Programming
PEN/Faulkner is excited to offer virtual programming for students through December 2020. We will make a determination about spring programming in a few weeks.

Virtual Program Options

**Writers in Schools** - Virtual author visits + book donations to students.
- Books **must** be shipped to a DC-based address, preferably a school.
  - We are not able to ship outside the District.
  - We are not able to ship books individually to students.

**Nuestras Voces Writers in Schools** - Latinx stories, characters, and authors for virtual author visits + book donations to students. Some books available bilingually or in Spanish.
- Books **must** be shipped to a DC-based address, preferably a school.
  - We are not able to ship outside the District.
  - We are not able to ship books individually to students.

**Writing Workshops** - Dynamic and engaging sessions designed to support students with writing skill development.
- Sessions available for Grade 3-12.

**Together We Read** - Our multi-school book club featuring exciting authors and conversation. We look forward to sharing more information about this year's authors soon!
Educator Agreements for Participation with PEN/Faulkner

Book Orders
● Students who participate in the author visit should be the same students who received a copy of the book weeks earlier.

● Request books only for the students who will attend the author visit. Please don’t order more books than you have students in your class.
  ○ On average, over-ordering accounts for $20,000 of our program budget! This impacts our ability to provide services to as many schools and individual classrooms as possible.

● Books are intended for students participating in the author visit, not siblings or adults at the school.
  ○ Don’t worry, we always add extra copies to the order for the classroom teacher!

Class Size
● Visits are capped at 35 students maximum. If you need an exception, or would like to request a larger group of combined classes, please email us.

Scheduling
● Requests should be made at least 4 weeks in advance of your preferred dates.
  ○ Please note that our calendar fills quickly in the months of October, December, February, May, and June.

Participation Surveys
● PEN/Faulkner is required to collect student and educator feedback at the end of each visit to report out to our funders.
  ○ During distance learning, we will provide electronic surveys.

Fees
● Our programming is 100% no-cost to Title I schools in the District of Columbia.
  ○ Non-Title I schools can participate for a nominal program fee.
  ○ DC-area private schools should contact us for more information.

We look forward to another amazing school year together!