

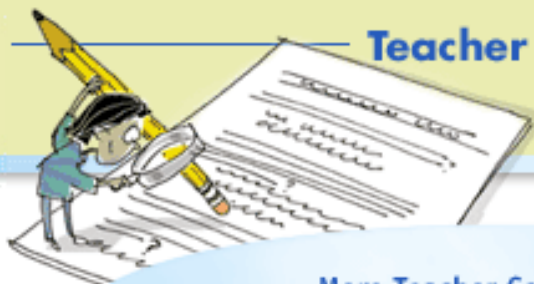


REGISTERED USER'S AREA

# Online Resources

**Reader's Handbook**  
Grades 6-8

**Teacher Center**



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## Grant Models

### Large Grants

This model letter shows you how to request a large grant.

To: Willowbrook Parents Group  
From: English Department  
Re: *Reader's Handbook* for all WHS Students

Dear Parents Group:

The WHS English Department seeks to buy every student at WHS a copy of *Reader's Handbook*, a book that will help us:

- create and support a school-wide emphasis on writing and research
- improve cross-curriculum integration of reading by providing teachers in all subject areas the support they need
- provide students with reading instruction and tools that are consistent across departments and grade levels
- align our reading program with the California state standards
- prepare students for such state tests as the High School Exit Exam and the SAT9
- bridge the gap for those students who lack access to the necessary resources at home
- meet the district's goal of improved reading instruction for college prep students

Students entering WHS are likely to have been raised on the earlier editions of this reading handbook as the reading program is the only one to be adopted by the State Board of Education. Thus, investing in the program adds a level of

consistency to those incoming students who would receive their own copy of the handbook for use while they attend WHS.

The English department's commitment to *Reader's Handbook* is clear: We have asked for and received money to purchase class sets of this book for all of the English teachers. However, reading comprehension is not the province of English alone, especially as the new California High School Exit Exam incorporates examples from other subject areas. Moreover, it makes all the difference in the world if teachers use the same terms and follow the same reading process for students. *Reader's Handbook* will go a long way toward establishing these standards.

Great Source, the book's publisher, earlier released a companion called *Writer's Inc.*, which we've used in the past. The two volumes complement each other perfectly, giving students consistency in both reading and writing instruction. As you can see, we are working to give all students the tools they need to read and comprehend materials across the content areas; this will be much easier if we can count on students to have the same books.

This practice of welcoming students to Willowbrook High School with a book like *Reader's Handbook* is part of a larger program to establish and support a demanding academic program at WHS. Several years ago we began giving all incoming students a personal organizer to help them learn to cope with the demands of high school. This effort has proven very successful. We see *Reader's Handbook* as the next logical step in this effort to support students during their time at WHS.

It is hard to determine an exact monetary figure for the request as we would almost certainly receive a substantial discount for such a large purchase. The book comes in two formats: soft and hard cover. Our preference would be to buy the hardcover to ensure the longevity of the investment. The hardcover lists for **\$00.00**. For 1500 copies of the book (1300 for students, one for all faculty members, and the remainder for replacements), the figure would be approximately **\$25,000**.

We would be glad to answer any additional questions you have about this proposal. It is one that stands to benefit every student every day during the four years they attend our school.

Thank you for your time and support of our work here at the school.

Sincerely,

I. Reed Alot  
Department Chair

encl.: additional information about the books from the [www.greatsource.com](http://www.greatsource.com) website