



# Book Trust Volunteer Toolkit

Book Trust uniquely delivers choice and ownership of books to children from low-income families, increasing their literacy skills and fostering life-long learning.

Thank you so much for devoting your time to help “feed the read” with kids in need!

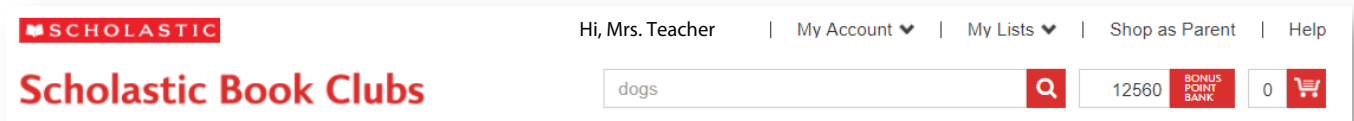
This volunteer toolkit describes how to curate custom pages of specific books (topic, author, etc) using Scholastic’s inventory. Why do this work? Choice is critical, but it can be overwhelming to students, especially in younger grades. Your efforts organizing Scholastic books by theme helps kids find books that connect to their interests. Research proves that when kids have background knowledge about a topic of interest, they can access text at a higher level and will read more.

Prior to digging into the work, complete these steps to ensure you have everything you need:

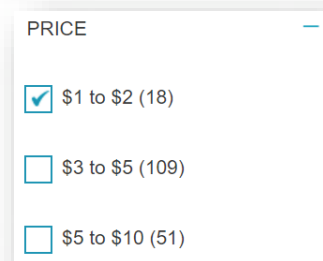
- Desired topic or theme of books: \_\_\_\_\_
- Scholastic Username: \_\_\_\_\_
- Scholastic Password: \_\_\_\_\_
- Download the template at [www.booktrust.org/teachers](http://www.booktrust.org/teachers)

## Directions

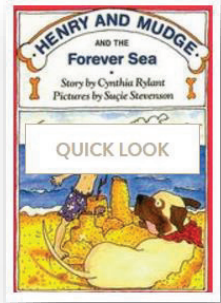
- Log into Scholastic Book Clubs website using the login above that was provided to you (<http://clubs.scholastic.com>). Locate the search bar at the top of the page. Type in the designated theme or topic. You may wish to type in the theme several ways.
  - For example, you could search for “dogs” and “puppies” for the same interest page



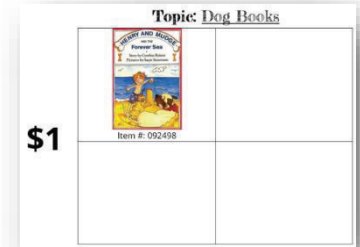
- Narrow your search based on price (toolbar on the left) to help you better organize them on the page.



3. Hover over a book and click on "Quick Look."
  - a. Right click on the photo of the book
    - i. Copy the image
    - ii. Paste the photo of the book cover into the appropriate square on the template
    - iii. *Important Note: You may use books from any flyer except the "Bonus Flyer" and the "Clearance Flyers." Flyer names are listed directly next to the item number.*



4. The photo will appear far too large. Double click on the photo and adjust the size to 2" in the upper right hand corner. Other options include right clicking and adjusting the size under the "Format Picture" option.



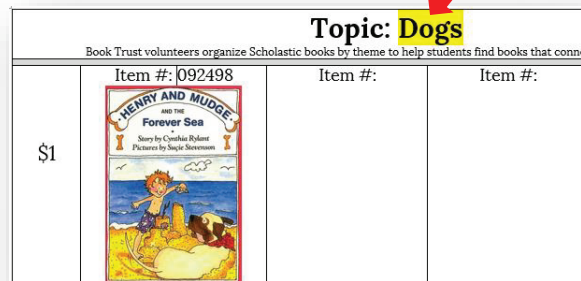
5. Identify the Item # on Scholastic's "Quick Look" page. Copy and paste the item number above the photo on the template.



6. Continue this process for all the books on your custom page. It is possible that you will not find books that correlate to every price level. You can delete price levels that do not have any books within that dollar amount.

7. Title the document using whatever topic or theme that was provided to you.

8. Save the document and email the attachment!



Thank You!