UGI UTILITIES, INC.

UGI/RIF PROGRAM GUIDEBOOK

ELEMENTARY SCHOOL RIF COORDINATOR
FIRST GRADE STUDENTS

Energy to do more®

Reading Is Fundamental

UGI/RIF GUIDEBOOK CONTENTS

Cole Manor Elementary School

SCHOOL RIF COORDINATOR

This *UGI/RIF Program Guidebook* will prepare you for planning and scheduling RIF book distributions and Reading Wizard appearances for the first grade students at your school.

As a RIF Coordinator, you have the special opportunity to help children experience the joy of selecting and owning books.

Our employees look forward to playing a vital part in your book distributions by volunteering to assist you at your scheduled distributions and Reading Wizard appearances.

More information regarding employee participation, scheduling book distributions and Reading Wizard appearances, can be found on the next two pages under **"New or Current RIF Coordinator Book Distribution Guidelines."**

We appreciate you and your school's commitment to this very important program. Please do not hesitate to contact us with any questions or concerns.

NEW OR CURRENT SCHOOL RIF COORDINATOR BOOK DISTRIBUTION GUIDELINES

After purchasing books for first grade students' book distributions, please use the following information as a guide in planning book distributions, scheduling RIF dates, and contacting UGI.

Scheduling RIF Book Distributions

- Set date(s) and time(s) for RIF book distributions with your school.
- Use the **UGI Online RIF Scheduling Tool** to schedule distributions. Instructions for the Online Application begin on page 14 of this document.
- Any motivational activities during your RIF book distribution should be planned in advance of our employees arriving at your school.
- You will receive email notifications in advance of your scheduled RIF date to inform you about employee attendance at your book distribution.

School Cancellations/Delays or RIF Date Change

Please update your event using the UGI Online RIF Scheduling Tool as soon as possible when the following occurs:

- A scheduled RIF book distribution date or time has changed due to some unforeseen situation at your school.
- During the winter months, when your school has a snow delay or cancellation on the day of a book distribution.

UGI Employee Participation

Our employees look forward to attending and participating in your book distributions. A decline in workforce and tighter employee work schedules may, at times, limit their participation at your distribution.

When employee volunteers attend your school's book distribution, they will bring UGI/RIF labels with them. Our employees place labels inside each student's book and write the name of the student and school on them. **To make it easier and quicker for our employees when writing names on labels, please have a class list available or have students wear name tags.**

If there is a special activity for which you request our employee participation, (other than reading to the students and/or putting RIF labels in student books), please use the Additional Information field in the Online Application.

When no employee volunteers are attending a book distribution, UGI will mail UGI/RIF labels to you in a timely manner.

UGI enjoys seeing photos of RIF events! If you have photos that UGI can share on social media and/or other internal and external sources, please email them to **Lori Hoffman at lhoffman@ugi.com.** Please include name of school, date, and a note that the photos are approved to be used by UGI. Also, if you share photos on your social media sites, please tag UGI Utilities, Inc. and use the hashtag **#UGICares**.

GUIDELINES FOR READING WIZARD APPEARANCES AT SCHOOL RIF BOOK DISTRIBUTIONS

Reading Wizard Appearances

UGI created a character, called "The Reading Wizard" that is used to promote and encourage children to read.

Your school can schedule The Reading Wizard using the **UGI Online RIF Scheduling Tool one time** during the school year for your first grade class book distribution. The Reading Wizard can be portrayed by either a UGI employee or your school volunteer.

UGI Employee Volunteer Portraying The Reading Wizard

- Provide enough advanced notice, at least three weeks, when scheduling appearances by The Reading Wizard (RW). Please include the number of first grade students attending the book distribution.
- Assemble all first grade classes in an auditorium or other large room for the presentation, which lasts approximately 15-20 minutes.
- Provide a room for the UGI employee volunteer to change into the RW costume.
- Provide a table and chairs for the RW and other employee volunteers to stamp "Reading Wizard" coloring books and distribute to students.
- When The Reading Wizard is requested for a larger school event and will be seen by children from higher grade levels, please make sure the Wizard is in a more secure area to prevent any mishaps.

Twin Valley Elementary School

Non-UGI Volunteer Portraying The Reading Wizard

In the event that a UGI employee is unavailable to portray the Wizard for a scheduled book distribution, you will be notified via email and a school volunteer may act as a substitute. Contact volunteerism@ugi.com to request the Reading Wizard costume.

- UGI will provide a Reading Wizard script to be used as a guide for the volunteer (see next page).
- In most cases, a UGI volunteer will be present to assist the school volunteer with the costume and walking to and from the classrooms or auditorium. (Wearing the head of the costume makes it difficult for the volunteer to see clearly when walking.) If no UGI volunteer is present, the school may want to provide an assistant to help The Reading Wizard.
- When wearing the costume, the volunteer may get warm. Wearing lightweight clothing under the costume is recommended.
- Maintain the dignity of The Reading Wizard character when wearing the costume at any presentation.
- Refer to other guidelines under heading, UGI Employee Volunteer Portraying The Reading Wizard.

THE READING WIZARD COSTUME CONSISTS OF:
- The Reading Wizard Head and Magic Wand
- Gown
- Long gloves
- Purple Wizard shoes
- Purple sash
- Gold shawl

UGI will also provide the school with sufficient copies of "The Story of the Reading Wizard," a coloring book that is read and distributed to all students during presentations. All books are stamped with a Reading Wizard autograph. For scheduling a Wizard appearance, contact your area Community Leader.

THE READING WIZARD SCRIPT

The following material is provided to serve as a guide for employees playing the role of the Reading Wizard and for employees who assist the Wizard and use the puppet during the coloring book activity. This is a generic script that can take the Wizard and his/her assistant through the presentation.

Obviously, in some situations, the text provided would not apply, and you are encouraged to ad-lib when appropriate. Please keep any discussion in the same tone as the provided text.

ACT I: THE INTRODUCTION
(Wizard Speaks)

Good afternoon, boys and girls. I am "The Reading Wizard." I am very pleased to be with you today. Can anyone guess how I got my name? ***(Allow time for a few answers and comments.)***

I was given this name because of my first true love – reading. All of you love your parents and grandparents, your brothers and sisters, your teachers and friends and your pets. For me, my love is my books.

Does anyone know why I am wearing a gown? Did you know that this is how all wizards dress?

ACT II: THE WIZARD'S STORY (COLORING BOOK)
Now, I would like to introduce my assistant, who will read you a story about how I became The Reading Wizard.

(Person with Wizard Puppet takes over and reads coloring book story.)

ACT III: THE WIZARD'S MISSION
(Wizard Speaks Again)

My journey in life is to visit all schools. Since I have learned all things through reading my books, I want to pass some of my knowledge onto you, my young friends.

Remember, if you read your books, you will learn a great many things, but not everything. You see, there are some lessons which you are not yet ready to learn. Those will come in time. As you grow older, you will become wise like me.

ACT IV: THE BOOK TABLE
(Wizard Speaks)

I understand that you will be reading from new books today. What a wonderful way to complete a busy day of learning in school! Let us move to the table (if books are displayed) and look at some of our choices.

(Wizard picks up one book and holds it up for children to see. Assistant with puppet describes what is on the cover. Assistant may embellish on the story, if he or she desires.)

Example:

Ah, this is one of the Wizard's favorites! It is about a dragon; I think his name is Hugo. The Wizard once visited the palace of a king in a faraway country. Deep down in the dungeons, he could hear the roar of a dragon. You see, the Wizard was sent to the palace to read to the King and to teach him all he had learned through books.

The Wizard tells me that this visit made him more than a little nervous. After all, if the king did not like his books or what the Wizard was teaching him, he might have become the dragon's next meal!

(Wizard and assistant move to another book. Wizard again shows it to the audience.)

(Assistant speaks.)

Here is another good book. It is about a dog. How many of you have a dog for a pet? Yes, the Wizard likes dogs, but he tells me that sometimes they bark a little too much. Don't they know you need quiet when you are reading?

At this point, the assistant can take note of another book or two and briefly describe it. (E.g. this is a book about a cat.)

ACT V. ANSWERING QUESTIONS

In all probability, the students will have some questions for the Wizard. Here are a few examples, with some possible answers.

Q. How old are you?
A. I have lived many years. To have learned all I have and read all of my books, I've had to live for centuries.

(Optional) Have any of you heard of Christopher Columbus – who discovered America? ***(Allow time for responses.)*** Did you know that I told Chris to take the three ships – the Nina, the Pinta and the Santa Maria? Through my reading, I knew that the weather would be bad for his journey at that time of the year and he would need to take three ships. Maybe one or two would sink, I told him.

Q: How could you read all the books in the world?
A. My travels have taken me far and wide to many countries. My books have taught me how to speak many languages.

Q. What are your favorite books?
A. Hmmm, that's a tough one; there have been so many. The books I like best are those that have new words that I can learn and study.

Q. Who taught you to read?
A. Like all of you, I have had many fine teachers. Remember to always listen to your teachers; they help to make school and learning fun.

ACT VI: CONCLUSION
(Assistant speaks.)

The big moment is at hand! It is time for all of you to go to your classroom and choose your book to read. There is a wonderful selection; all are among the Wizard's favorites.

If you would like, the Wizard will help you choose your book. And, he will even give you his personal Reading Wizard autograph in your coloring book.

Remember, my friends, there are few things to do that are more fun than reading. When you read, you learn. What's even more special is that you can read anytime. Even if the weather is bad and you cannot go out and play, there is no better friend on a rainy day than a good book!!

The Wizard and I thank all of you, your teachers and principal for allowing us to be with you today.

10th and Penn Elementary School

UGI AND READING IS FUNDAMENTAL COMMITMENT

UGI Utilities, Inc. has been in partnership with RIF since April 1991, funding books for first grade students in elementary schools throughout the Company's territory, which includes the Lancaster, Harrisburg, Lebanon, Carlisle, Reading, Lehigh Valley, Hazleton, and Wilkes-Barre areas. Penn Natural Gas (PNG), which joined the UGI family in 2006, began participating in RIF book distributions in elementary schools throughout the PNG service territory during the 2007-2008 school year. In 2008, Central Penn Gas (CPG) joined the UGI family and began participating in the UGI/RIF programs in elementary schools in 2009-2010.

The partnership with RIF began out of a UGI corporate commitment to focus efforts on supporting the advancement of public education. Since education experts agree that reading is the key to all learning, improvement of early childhood literacy became a major component of our commitment.

UGI makes an annual corporate commitment of more than $100,000, which funds 100 percent of local program needs in selected elementary schools throughout the Company's service territory, which now spans the state of Pennsylvania and parts of Maryland.

In over 25 years together, UGI and RIF have contributed more than $2 million and provided more than 1.25 million books to 400,000 first grade students in hundreds of schools.

UGI's commitment also involves the support of our employees, who volunteer their time at schools during book distributions.

Employees also volunteer to portray "The Reading Wizard," a life-size, UGI-created character that symbolizes the importance and fun of reading and encourages children to read. This character, complete with a medieval costume and magic wand, visits schools during book distributions to get children excited about reading.

13

ABOUT (RIF)
READING IS FUNDAMENTAL, INC.

Reading Is Fundamental, Inc. prepares and motivates children to read by delivering free books and literacy resources to children and families who need them most.

Founded in 1966, RIF is the oldest and largest children's and family nonprofit literacy organization in the United States. RIF programs annually serve 5.1 million children of all ages, most of whom are at risk of educational failure, with a focus on those from birth to age 11.

RIF programs offer enriching activities that spark children's interest in reading. Every child involved with RIF gets to choose and keep a new book at each of the three UGI/RIF book distributions every year. Books are provided at no cost to the children or their families.

Paxtonia Elementary School

Although RIF programs operate in a variety of communities, some of RIF's most important work occurs in communities where students are at great risk of educational failure. Wherever children are served – at schools, libraries, childcare centers, Head Start programs, parks, community centers, migrant camps, or domestic shelters – RIF can and does make a difference!

All RIF programs combine three essential elements to foster children's literacy: reading motivation, family and community involvement, and the excitement of choosing free books to keep.

RIF's accomplishments are due in part to the generous support of the U.S. Department of Education, corporations, foundations, community organizations, and thousands of individuals.

SAMPLE NEWSLETTER ARTICLE

To make promoting your event easier, UGI has provided a sample article that can be used in school publications, PTO newsletters and email updates to let parents know about a RIF event at your school. This article may be used to alert parents, as well as other members of your communities, that your school is partnering with UGI to promote the importance of reading.

The (name of school) Elementary School is pleased and excited to announce that a UGI-Reading Is Fundamental (RIF™) book distribution for first graders is scheduled for (date/time) in our (auditorium/gymnasium).

During the distribution, children will be permitted to select and keep the book of their choice at no cost to them or their families.

Studies show that RIF activities strongly enhance a child's love and enjoyment of reading. Consequently, youngsters become better readers and improve in their overall school performance.

Employees from UGI Utilities, Inc. will be in attendance during the event to assist children in the various reading activities. Since 1991, UGI and RIF have been involved in a unique motivational-reading partnership designed to help first grade students improve their reading skills and become lifelong learners.

Throughout its 20-plus years, UGI and RIF's partnership has contributed more than $2 million and provided more than 1 million books to 300,000 first grade students in 200 schools in more than 50 school districts. UGI funds 100 percent of local RIF program needs in elementary schools throughout the Company service territory, spanning 45 counties in Pennsylvania and a small section of Maryland.

(Include this if there will be a Reading Wizard distribution) "The Reading Wizard," a life-size, UGI-created character, will be in attendance to share the fun and importance of reading.

We at (school name) hope you can attend this special RIF event and share the joys of reading and learning with our children.

UGI ONLINE RIF SCHEDULING TOOL
http://volunteerism.ugi.com

1. Use an internet browser (e.g., Internet Explorer or Firefox) to visit the UGI Online RIF Scheduling Tool at http://volunteerism.ugi.com.

2. Your user name has been provided to you in an email. If you are unsure of your user name, or you have not received an email, contact volunteerism@ugi.com via email. Your password is the same as your user name.

3. The **My Profile** section contains information about the primary RIF Coordinator for your elementary school. It also shows information about the UGI contact in your area.
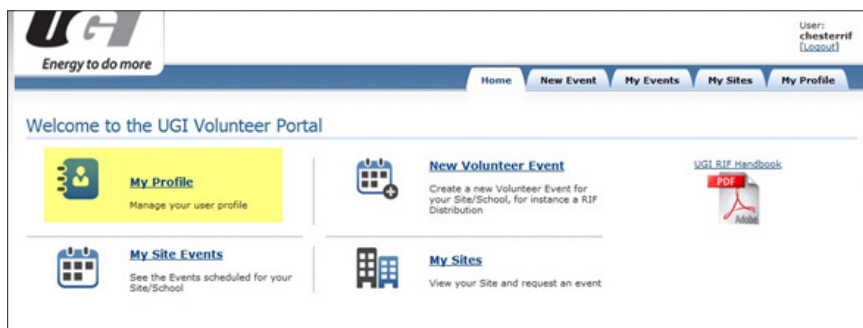
Your password can be changed in the My Profile section.

4. The **New Event** section is used to request UGI person-
    nel attend a RIF book distribution. (Note: You will be
    able to see your scheduled events by selecting the My
    Events tab.)
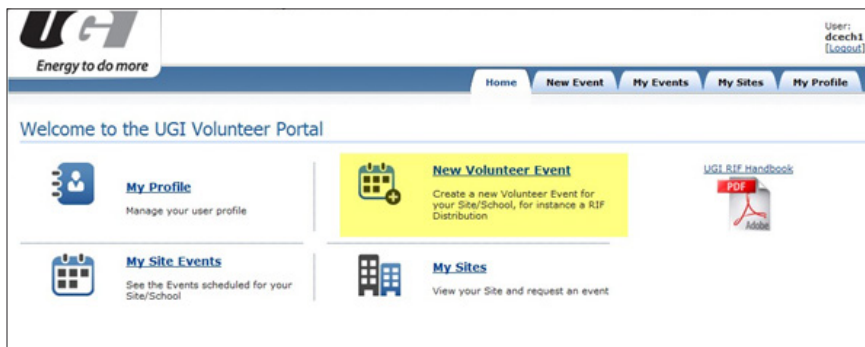
The screen print on the following page titled **"New Event
Sign Up Screen"** shows fields highlighted in yellow; this is
where you'll tell us about the event you'd like to schedule.

An email confirming your book distribution is sent one
week prior to the event date. If there are not enough
volunteers for the event, an email is sent to you alerting
 you that you may need to request parent-volunteers
for the event.

New Event Sign Up Screen

a. Any field with an * is a required field
b. Choose the day / date of the event from the drop down list
c. Enter the start time and enter the end time
d. If you'd like the Reading Wizard to attend the event, select "Requested" from the drop down box next to Reading Wizard Involvement. *(Note: you are able to request only one Reading Wizard appearance per school year.)*
e. Enter the minimum number of UGI volunteers needed for your event.
f. Enter the maximum number of UGI volunteers needed for your event. *(Note: If the Reading Wizard is requested for the event, the minimum number of volunteers needs to be greater than 3.)*
g. Enter the number of children (in total) that will receive books at your event. Use the Additional Information field to enter special information about your event. For example, you are having the distribution to celebrate a Holiday like Veteran's Day, and would like UGI volunteers who are veterans to attend.

19

5. The **My Events** section contains information about all scheduled book distributions – those that have occurred and those that are scheduled to occur in the future. This is where changes to the event can be made, including canceling an event due to weather, school holidays, etc.
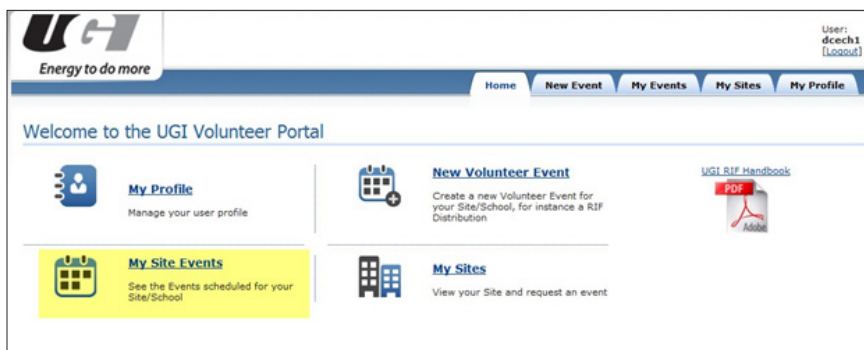
Volunteer Events List
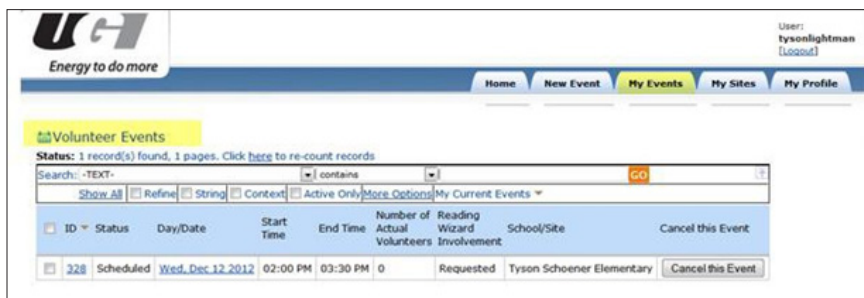
T**o cancel an event, click on "Cancel this Event".**

This allows you to edit a site or event. Some fields are locked and cannot be edited. The background of editable fields is white. Also can click on the linked ID number to edit an event. You do not need the icon to be able to edit.

6. The **My Sites** section contains information about all elementary schools for which you are able to create events. Most school RIF coordinators have access to only one school, so only one school will appear on their "My Sites" page.
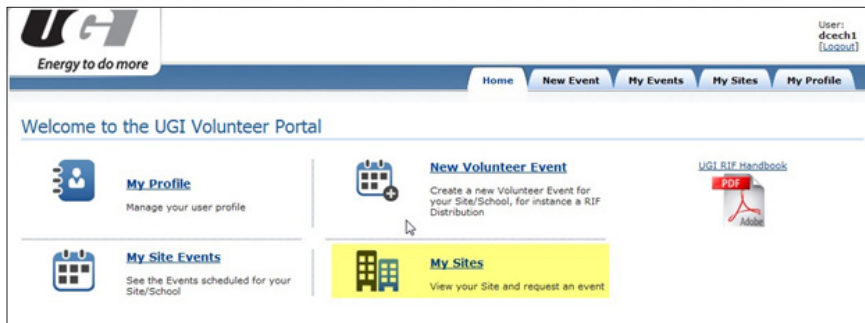
From the **My Sites** section, you can edit your site (elementary school) by clicking on the pencil next to the site and perform the following actions:

Request UGI volunteers attend a book distribution event (this is the same as what can be done from "My Events" section). Click on the event ID (191 in the example below) or the icon to view more details about events scheduled at your school.
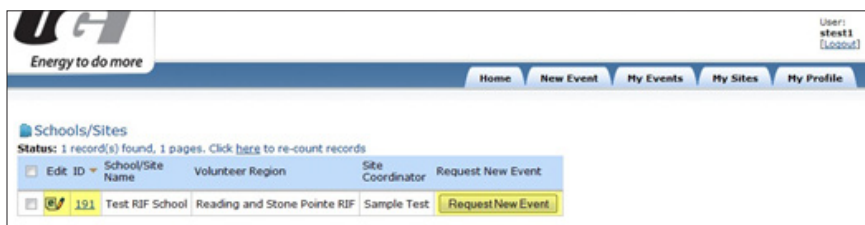
Use the Events tab to see information about events scheduled for your school. Click the event ID (#331 in the example on the next page) to learn more about the event.

Clicking on the event ID allows you to access the "Volunteers" tab, which provides information about UGI employees who are scheduled at attend your event. If you feel there are not enough volunteers signed up for the event, you can click the "Send Email to Request More Volunteers" button, which will generate an email to UGI employees to alert them that additional volunteers are needed for your school.

Adding new contacts or updating existing contacts can be done by emailing volunteerism@ugi.com. Please provide the person's role (secretary, RIF coordinator, etc.), title, (desk) phone, cell phone, and email for each person you'd like to add.

Thank you for participating in the UGI-RIF partnership!

If you have any questions about the program, or how to use the **UGI Online RIF Scheduling Tool** please contact **volunteerism@ugi.com** or one of the UGI employees listed below:

Thea Phalon, Community Relations Manager (East Region)
Phone: 610-807-3140
E-Mail: tphalon@ugi.com

Ann Blaskiewicz, Community Relations Manager (North Region)
Phone: 570-829-8659
E-Mail: ablaskiewicz@ugi.com

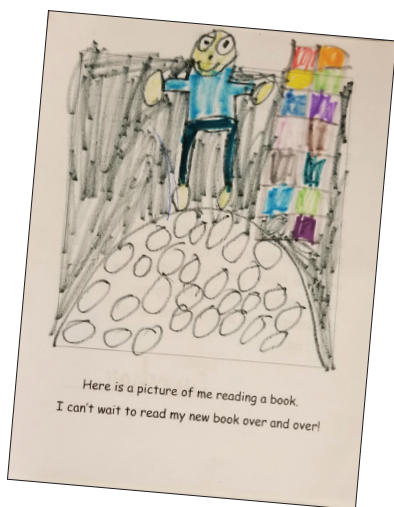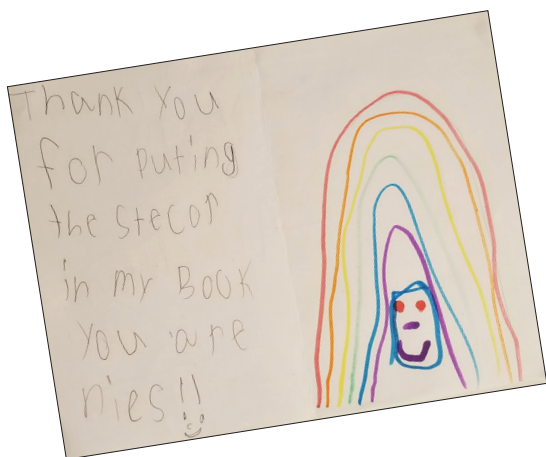**Tammie Lowry, Community Relations Manager (West Region)**
Phone: 717-255-4315
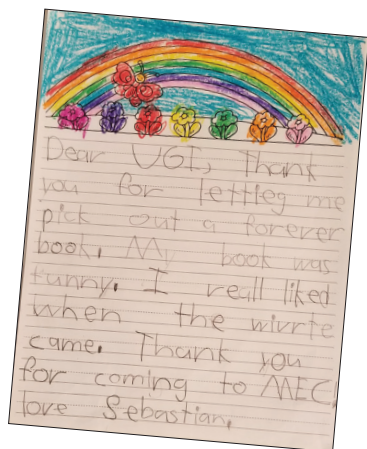E-Mail: tlowry@ugi.com

Lori Hoffman, Community Relations Coordinator
Phone: 610-796-3536
E-Mail: lhoffman@ugi.com

Thank you for puting the stecor in my BOOK you are nies!!

Here is a picture of me reading a book.
I can't wait to read my new book over and over!

Thank you!

Dear UGI, Thank you for letting me pick out a forever book. My book was funny. I reall liked when the wivrte came. Thank you for coming to MEC. love Sebastian.

"*Thank you for letting us pick our own free books. My favorite book was Axel the Truck. I like to read in my bed with my stuffed frog by my side. You are the best people we've ever had.*