



On behalf of the GFWC Glendale Woman's Club, we thank you so much for supporting our newest Literacy Project: Share the love of reading (by recording yourself as you read out loud). Using a cell phone app you can easily record and share the file with our team. These files get reformatted for phone delivery system, and become available to anyone in the world who dials the phone number we provide, and enters the 6 digit code. It's that simple. Here are the steps to get started.

All you need is a book, a quiet spot to read, and a recorder app. We suggest download a recorder app on your cell phone). You will record yourself while reading a book and then follow instructions below to email the audio file. To record your audio is using the "**recorder app**" found on most cell phones. Step 1 is to find your recorder. Step 2. Do a test recording, Press record and say a few words. HIT stop. The recorder app will provide an option to Save/Name the file. We suggest you name the file same as the book title.

Don't forget to keep tabs on the time spent on this project. As a non-profit organization, we need to track and report all time spent on our recording project. Make a note of your starting time and let's get started. Pick a quiet spot, get comfortable and don't forget to have fun reading. Familiarize yourself with the book. Locate the title, author, and illustrator. Open the recorder APP. You are ready to go.

A. Begin recording/press record button: Announce a) Book Title b) Author c) Illustrated by

B. Read the book. When completed: hit STOP on the recorder. Then save the file: **Name the file same as Book title.** (make note of book length = reading time volunteered) the file is now saved on your device/phone.

C. Find file on your device. Email audio file **To:** glendale.reads@gmail.com **CC:** Gfwcazglendale@gmail.com

D: Include the following information in the email

- Please help us to know the status of our volunteers. ie club member or community volunteer
A: GFWC Club Members use this format: Submitted by: CM-your name-your GFWC club name
 Example: CM-Mary Members-Glendale Woman's Club
B: GFWC Community Volunteers use this format: Submitted by: CV-your name-club you support
 Example: CV-John Doe-Glendale Woman's club

**** You can submit as no name/anonymous. JUST OMIT including your name EXAMPLE: CM/Glendale Woman's club or CV/Glendale Woman's club**

1. Include how much time you spent on preparing/reading = total time volunteered
Example: Prepare: 10 minutes Read: 30 minutes (if easier for you- we will use length of recording)

2. **ISBN number** (found on the back of the book-above bar code)

2. Attach audio file to these email

SUBJECT EMAIL: Book recordings

Send to: glendale.reads@gmail.com AND gfwcazglendale@gmail.com ..

Frequently asked questions.

Question: What kind of books do you want? **Answer:** Family friendly, the greatest need is k-6

Question: is there a limit to length? **Answer:** No, although, the average is about 20 minutes
 Contact Cheryl via text or email (contact info below) to submit "large files" that email won't accept.

Question: Do you want books for adults? **Answer:** Yes. Suggest we steer away from complex or political subjects. *In time, we will probably build a second category/use a different email for adult books*

Want to listen to an example: Call 602-714-9997 and then enter 597102 when asked for the six digit code to hear our recording of "Just try one bite".

We need your feedback, suggestions, and ideas to make this program a real success.

Questions or Feedback: Text Cheryl Kappes at 623-937-9915 or Email gfwcazglendale@gmail.com

THANK YOU for your support!