



<p>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.</p>
<p>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 "<b>recorder app</b>" 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.</p>
<p>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.</p>
<p>A. Begin recording/press record button: Announce a) Book Title b) Author c) Illustrated by</p>
<p>B. Read the book. When completed: hit STOP on the recorder. Then save the file: <b>Name the file same as Book title</b>. (make note of book length = reading time volunteered) the file is now saved on your device/phone.</p>
<p>C. Find audio file on your device-email audio , <b>get ready to attach/submit</b>.</p>
<p>Attach audio file to your email with <b>SUBJECT - BOOK RECORDINGS</b></p>
<p>INCLUDE your volunteer information as requested below:</p>
<p>Volunteer type: Club Member or Club Volunteer                  A: <u>GFWC Club Members</u> use this format: Submitted by: CM-your name-your GFWC club name                  Example: CM-Mary Members-Glendale Woman's Club                  B: <u>GFWC Community Volunteers</u> use this format: Submitted by: CV-your name-club you support                  Example: CV-John Doe-Glendale Woman's club  <b>** Note: you can submit as no name/anonymous. JUST OMIT your actual name</b>                  Eample: CM/Glendale Woman's club or CV/Glendale Woman's club</p>
<p>MINUTES VOLUNTEERED: Include how much time you spent on preparing/reading = total time volunteered  <b>Example: Prepare: 10 minutes Read: 30 minutes</b> (if easier for you- we will use length of recording)</p>
<p>INCLUDE THE BOOK's <b>ISBN number</b> (this is usually found on the back of the book-above bar code)</p>
<p>Then send this email to: <a href="mailto:glendale.reads@gmail.com">glendale.reads@gmail.com</a> AND <a href="mailto:gfwcreads@gmail.com">gfwcreads@gmail.com</a></p>
<p style="text-align: center;">Frequently asked questions.</p>
<p>Question: What kind of books do you want? <b>Answer:</b> Family friendly, the greatest need is k-6</p>
<p>Question: is there a limit to length? <b>Answer:</b> 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.</p>
<p>Question: Do you want books for adults? <b>Answer:</b> Yes. Suggest we steer away from complex or political subjects. <i>In time, we will probably build a second category/use a different email for adult books</i></p>
<p>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".</p>

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

**Questions or Feedback: Text 623-937-9915 or Email [gfwcreads@gmail.com](mailto:gfwcreads@gmail.com)**

**THANK YOU for your support!**