



Sending Some Love: Holiday Book-Recording Project How-To Guide

Materials Needed:

- Holiday books
- Audio recording device (computer & microphone)
- Burnable CD's
- Materials for gift note and wrapping

Instructions

1. Select 5-10 holiday books, of various levels of difficulty and order a few copies of each or register with CEEAS and use the bundle of books provided (first 50 sites to register)—remember, you can always supplement the bundles provided with books that are particularly special to your students.
2. In English class (or elsewhere) let students know they can select a book and record themselves reading it, for a loved one. Have teachers model it—read a brief holiday story aloud, play the [recordings](#) of students from previous years. Explain to students that they will have a chance to practice reading a story a few times before recording it.
3. Create some momentum around the project. Find colleagues to support this, so that once students sign up, they get a chance to practice reading aloud with someone. This could happen in small groups in class or students could be pulled aside by a staff person to practice and gain confidence.
4. Set up a quiet space where students can record and have 1-2 staff coordinate the recording sessions. Today's technology makes this relatively easy, but please reach out to [Christina Campbell](#) for technical assistance if you need it. Here is how it might look:
 - a. A scholar opens the book
 - b. Teacher clicks the record button and gives scholar a prompt.
 - c. Scholar begins reading aloud.

* Tip: If need be, let scholars try a couple times. The key is encouraging them to practice ahead of time (the exercise exemplifies the importance of practice, along with the joy of giving).

*Tip: Students can start of their recording with an opening not—for example, “this reading is for Jimmy. Merry Christmas, Love your big brother John.”

5. Once you have a recording, burn a copy of each student's reading onto a CD.
6. Allow each scholar to write a note and wrap the book and CD for a child or younger sibling, —what goes home is the actual book, the CD of the scholar reading it, and a note to accompany the gift.
*Scholars can write the note in class and if there are security concerns, an adult can wrap and mail the items (note, CD, and book). If your facility is more flexible, find a way to let the scholar do the wrapping and gifting.
7. **For those outstanding recordings by your students, [submit them to CEEAS](#). We plan on making some recording available to the public online, so as to share holiday cheer!**