

Stage 1 - Onboarding

DISTRICT COORDINATOR

- ☐ Watch two short training videos (20 minutes)
- ☐ Ensure the Building Coordinator(s) complete the same two short training videos (10 minutes)

BUILDING COORDINATOR

- ☐ Watch two short training videos (20 minutes)

DISTRICT COORDINATOR

- ☐ Make sure Building Coordinators host a teacher training (10 minutes)
- ☐ Support Building Coordinators plan to enter book lists

BUILDING COORDINATOR

- ☐ Host a teacher training meeting and show KRN Overview and Wishlist Videos (15-20 minutes)
- ☐ Make a plan to enter book lists (20 minutes)

Stage 2 - Book Selection

DISTRICT COORDINATOR

- ☐ Ensure CSV has been uploaded by your District Data Manager (10 minutes)
- ☐ Make sure Building Coordinators enter book lists (10 minutes)

BUILDING COORDINATOR

- ☐ Enter book lists (20 minutes)

Stage 3 - Kickoff!

DISTRICT COORDINATOR

- ☐ Support Building Coordinators in planning and implementing Family Reading Event (time varies)

BUILDING COORDINATOR

- ☐ Plan and host Family Reading Event and distribute books to students who miss Family Reading Event (time varies)

Stage 4 - Delivery

DISTRICT COORDINATOR

- ☐ Check on district's progress through the portal (optional)
- ☐ Reach out to inactive students to increase engagement (optional)

BUILDING COORDINATOR

- ☐ Check on student's progress through the portal (optional)
- ☐ Reach out to inactive students to increase engagement (optional)

Stage 5 - Wrap-Up

DISTRICT COORDINATOR

- ☐ Support Building Coordinators in planning fall celebrations (time varies)

BUILDING COORDINATOR

- ☐ Plan a fall celebration (time varies)