

Tool 4 - What's involved in establishing the Let's Read Community Program?



There are 4 phases of establishing the Let's Read Community Program. These are:

1. Plan
2. Set-up
3. Deliver
4. Review

To get started, follow the steps outlined below under **Phase 1: Plan** and use the Tools and resources in that are listed below:

Phase 1: Plan

The resources listed below can be accessed on the Let's Read website [here](#).

- Read [Tool 1 - Let's Read Community Program Overview](#) and [Tool 2 - Introducing Let's Read PowerPoint](#) to understand the Let's Read Community Program model.
- Read [Tool 3 - Early Literacy Research and the Let's Read Community Program](#) to understand the evidence-base that has informed the development of the Let's Read Community Program model.
- Read this [Tool 4 - What's involved in Establishing the Let's Read Community Program?](#) to understand the tasks involved.
- Complete and submit [Tool 5 - Activation Form](#) online to apply to become a Let's Read community.

Once your Activation Form has been processed you will receive a password to access the tools and information for Phases 2, 3 and 4.

Please note that the Let's Read Community Program is run by both Self- Funded communities and The Smith Family supported communities. The steps outlined below apply for both types of Let's Read communities, however, The Smith Family support communities will find additional resources in the corresponding section of the website.

Phase 2: Set-Up

Please note that the steps in Phase 2: Set-up can be done in any order. These resources listed below can all be accessed on the Let's Read website [here](#).

Get started

- Understand how to set-up, deliver and review the Let's Read Community Program in your community by becoming familiar with the tools involved in completing **Phase 1**, [Tool 15 - Key Elements](#) and [Tool 6 - Program Logic](#)

Community Plan

- Use [Tool 7 - Community Plan](#) to start developing your Let's Read Community Plan. This will assist you with gaining knowledge of your community and building the essential network of Partner Services and support. Once this is complete, you can submit your Let's Read Community Plan by email to letsread@thesmithfamily.org.au.

Partner Services

- Identify and engage Partner Services to deliver the Let's Read Community Program. Have the Partner Services sign and submit [Tool 8 - Partnership Agreements](#) to deliver the Let's Read Community Program. Other Tools such as [Tool 1 - Let's Read Community Program Overview](#) and [Tool 2 - Introducing Let's Read PowerPoint](#) may be useful for your discussions.

Steering Committees / Joining an existing committee

- Read [Tool 9 - Steering Committees](#) and either join an existing committee or develop a Let's Read Steering Committee to facilitate the ongoing direction and collaboration of the network of Partner Services within your Let's Read community to enable the Let's Read Community Program to be delivered as per the model.

Resources and order forms

- Use [Tool 10 - Let's Read Resource Information and Order Forms](#) to order resources appropriate for your community.
- Distribute the resources and promotional materials to the Partner Services.

Training

- Read [Tool 13 - Let's Read Training Information & Booking Form](#) to identify and book the training option that best suits the needs of your community, and submit your request for training.
- Once the training and venue are booked, use [Tool 14 - Invitation to Attend Training](#) to invite identified Community Professionals to the Let's Read training in your community.
- After the training, the training facilitator needs to complete and submit [Tool 16 - Training Attendance List](#) online.

Media and communications

- Read [Tool 17 - Media and Communications Protocol](#) and consider how you will promote Let's Read in your community.

Phase 3: Deliver

Once the Let's Read Community Program is established, the following processes continue:

- Partner Services deliver the Let's Read Community Program.
- Steering Committee meetings continue (or existing committee meetings where the Let's Read Community Program is on the agenda).
- The Program Coordinator maintains and supports relationships with the Partner Services.
- The Program Coordinator organises training for new Community Professionals as needed.
- The community undertakes early literacy promotion activities
- The Program Coordinator orders and distributes resources as needed.
- The Program Coordinator and Steering Committee continues to seek funding if required.

Phase 4: Review

- Evaluate and report on the Let's Read Community Program in your community using [Tool 18 - Evaluation Framework](#) and the [Evaluation Tools](#).

These resources listed above can be accessed on the Let's Read website [here](#).

If the Let's Read Community Program will no longer be running in your community on a temporary or permanent basis, please let us know by emailing letsread@thesmithfamily.com.au

Questions?

If you have any questions please contact letsread@thesmithfamily.com.au