

## Author Guidelines: Printouts (Parent & Afterschool Resources)

[Parent & Afterschool Printouts](#) are intended for use in out-of-school settings by parents, caregivers, volunteers, tutors, or afterschool providers working with kids or teens. As the name of the section suggests, this area offers printable games, worksheets, and informational sheets that support kids' literacy development in fun and engaging ways while at home or afterschool.

Each [Printout](#) is accompanied by an informational page explaining the purpose of the printout, general information about how it is used, and creative ideas for using it out with kids or teens. The information on this page should be written in language that is appropriate for family members and volunteers who are not literacy education professionals. Language should be appropriate for these audiences, and information should ideally be written at an 8<sup>th</sup> grade reading level.

Each [Printout](#) will contain the following sections:

- A **short, descriptive title** (2–8 words).
- **Name and date line**, if it seems appropriate to the printout activity.
- **Brief instructions** at the top of the sheet so that the printout can be easily used once it is printed.
- **Suggestions for design and/or graphical elements** to use on the printout. [NOTE: The printout will be designed in-house, but suggestions for images and design are appreciated.]

Each accompanying [Printout](#) informational page will contain the following sections:

<b>Grades</b>	This will range from small (K-2) to large (K-12) and will be verified by the ReadWriteThink (RWT) staff.
<b>Printout Type</b>	Provided by RWT staff.
<b>Title</b>	Same as on the Printout itself.
<b>Brief Description/ Abstract</b>	A maximum 30-word preview of the Printout and its potential uses at home or in an afterschool environment. This concise and inviting summary should be written in sentence form (no bulleted lists) and will serve as header text for the page and as "abstract" text when information about the printable appears elsewhere on the RWT site.
<b>How to Use This Printout</b>	A maximum 250-word explanation of why and how a parent or afterschool provider would use the printout. The format should be step-by-step instructions in a numbered format. If the grade span is large, please indicate what the age-appropriate ways to use the printout are for children in various grades.

### **More Ideas to Try**

This is a bulleted list not to exceed 200 words or four bullet points. Offer additional quick, creative ideas or extension activities that could be used with the printout.

### **Related Resources**

Included here are related activities to try (from [Parent & Afterschool Resources](#)) and related Games and Tools (ReadWriteThink Student Interactives chosen from [this list](#)).

Also included here might be any relevant NCTE or resources and the other [Printouts](#) included in the series.