

**44th ANNUAL ILLINOIS STATEWIDE YOUNG AUTHORS
CONFERENCE
NORMAL WEST COMMUNITY HIGH SCHOOL
VOLUNTEER GUIDE**

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CONFERENCE COMMITTEE

Sue Anderson
Ruth Stevig

Illinois Language and Literacy Council
Illinois Language and Literacy Council

***The Young Authors Conference is co-sponsored by the Illinois Language and
Literacy Council and the Illinois Reading Council.***

Illinois Language and Literacy Council

May, 2018

Dear Young Authors Volunteer:

On behalf of the Illinois Reading Council and the Illinois Language and Literacy Council, we thank you for volunteering your time and efforts to help with the 44th Annual Illinois Statewide Young Authors Conference. The conference is designed to support classroom teachers in their efforts to improve students' reading and writing. You will have the privilege of working with young author representatives from across the state on May 19, 2018.

This booklet contains many resources to help you prepare for the conference. Within the Volunteer Guide you will find the conference schedule, information about the Illinois children's authors who will be presenting, and other information.

Please note that your job assignment is located on the address label of this packet. Please examine this information closely. You will find a section describing your responsibilities and meeting times in this packet. The format of the conference has been changed from past years so please review the day's schedule carefully.

You are cordially invited to attend a Volunteer Appreciation Reception on Friday evening, May 18, 2018, at Normal West Community High School. The children's authors who will be speaking on Saturday have also been invited to attend. This is a great opportunity for book signing and socializing with old and new friends. Light refreshments will be available from 7:30 p.m. to 9:00 p.m. We will be featuring many of our authors' books for purchase if you are interested. Friday evening is optional and is our way of saying thank you, so please join us at your convenience. **Additionally, there will be early volunteer check-in available from 7:00 p.m. - 7:30 p.m. If you choose this option, please note that volunteer training begins promptly at 8:00 a.m. on Saturday morning.**

Your job on May 19, 2018, is valuable and appreciated. Without you and other volunteers, we could never sponsor a conference for so many young writers. **If an emergency arises and/or your plans change, please try to find a substitute to take your position and if time permits, please send me the name and contact information for your replacement. If you are unable to find a substitute, please contact me as soon as possible via phone at 630/988-9833 or via e-mail and anderbrose@aol.com.**

We look forward to seeing you on Saturday, May 19, 2018!

Sincerely,

Sue Anderson, Ed.D
Illinois Language and Literacy Council

VOLUNTEER SCHEDULE
Kindergarten through Grade 8

Friday, May 18, 2018 (optional)

- 7:00 p.m. -- 7:30 p.m. **Early Volunteer Check-in**
150A/B Lower Bowl
- 7:30 p.m. -- 10:00 p.m. **Volunteer Appreciation Reception**
(Including Author Presentations & Book Signing)
150A/B Lower Bowl

Saturday, May 19, 2018

- 7:30 a.m. -- 8:00 a.m. **All Volunteers Check-in**
150A/B Lower Bowl
- 8:00 a.m. -- 8:20 a.m. **Volunteer Training Sessions**
150A/B Lower Bowl
- 8:20 a.m. -- 8:50 a.m. **Volunteers go to the Café to meet their groups and
prepare for the Opening Ceremony.**
- 9:30 a.m. -- 10:00 a.m. **Opening Ceremony/Welcome**
Kindergarten through Grade 8
150A/B Lower Bowl
- 10:15 a.m. -- 12:00 p.m. **Small Group Sessions and Author Visits**
- 12:00 p.m. -- 12:45 p.m. **Lunch* Group Leaders follow student schedule**
Authors and Author Escorts, ILLC Board Members
Sr. Cafe
(*Please see details on Page 14)
- 12:50 p.m. – 1:30 p.m. **Special Sessions with Story Tellers and Author Panels**
K-Grade 4 North Gym
Grades 5-8 150A/B Lower Bowl
- 1:30 p.m. – 2:30 p.m. **Recognition of Young Authors/Closing Ceremonies**
K-Grade 4 North Gym
Grades 5-8 150A/B Lower Bowl
- 3:00 p.m. – 4:00 p.m. **Author Book Signing (Optional Event)**
Hallway Book and T-Shirt Sale Area

44th Annual Illinois Statewide Young Authors Conference

CONFERENCE SCHEDULE

May 19, 2018

9:00 a.m.	Student Check-In <i>Kindergarten through Grade 8</i> Cafe
9:30 a.m. – 10:00 a.m.	Opening Ceremony and Welcome <i>Kindergarten through Grade 8</i> 150A/B Lower Bowl
10:15 a.m. – 12:00 p.m.	Small Group Sessions and Author Visits
12:00 p.m. – 12:45 p.m.	Lunch for all Students <i>Kindergarten through Grade 8</i> Cafe
12:50 p.m. – 1:30 p.m.	Special Sessions with Story Tellers and Author Panels K-Grade 4 North Gym Grades 5-8 150A/B Lower Bowl
1:30 p.m. – 2:30 p.m.	Recognition of Young Authors/Closing Ceremonies K-Grade 4 North Gym Grades 5-8 150A/B Lower Bowl
3:00 p.m. – 4:00 p.m.	Author Book Signing (Optional Event) Hallway Book and T-Shirt Sale area

Parent Sessions

10:15 a.m. – 11:15 a.m.	Parent Session with <i>Patricia Valente</i> 150A/B Lower Bowl
11:15 a.m. – 12:00 p.m.	Parent Breakout Session about the Future of Young Authors with Kelly Kuningas 150A/B Lower Bowl

Please Note: Parents and family members are then on their own for lunch and have free time until the recognition ceremonies begin at 1:30 p.m.

Volunteer Roles and Directions

GROUP FACILITATORS

This is a very important job. If you find that you cannot fulfill this role, please find a replacement and contact Sue Anderson at anderbroe@aol.com as soon as possible.

Check-in

All volunteers should check-in at 150A/B Lower Bowl between 7:30 a.m. - 8:00 a.m. on Saturday morning (unless you opted for early check-in on Friday night). Group Leaders will receive conference materials at this time. These materials include:

- List of children in your group
- Schedules
- Certificates
- Maps
- CPDU forms

Training Session

All Group Leaders (K - 8) **must attend the 8:00 a.m. - 8:20 a.m. volunteer training session** in the 150A/B Lower Bowl. The morning schedule is tight, so please be prompt.

Job Description

The role of the group leader is to facilitate and supervise the daylong activities of 10--15 students of a specific grade. The schedules vary according to the grade level you are assigned. (Please see student schedule by grade on page 4 for specific times.) Generally you should plan for a small-group session of approximately **45-60 minutes**.

Your small-group session should consist of the following:

1. Introduction/"Ice-breaker" Activity
2. Sharing Time (**You will probably only have time for Sharing Time or Writing Time**)
3. Writing Activity (**You will probably only have time for Sharing time or Writing Time**)
4. Practice for the Recognition Ceremony
5. Author Visit
6. Clean-up

You do not need to (and may not be able to) complete these activities in this order:

1. Introductions/"Ice-breaker" Activity

You might begin by introducing yourself and asking the children to introduce themselves followed by an "ice-breaker" activity. You are responsible for bringing all the necessary materials (paper, scissors, markers, crayons, etc.) for completing your activity.

2. Sharing Time

Children should have a chance to talk about and share their manuscripts. Ideas they may wish to share include the following:

- What gave them the ideas they wrote about
- How they got started writing
- Other writing they have done

Ask for a volunteer to begin sharing his/her book. Children may read all or part of their manuscripts. They may wish to read a favorite part, exciting part, etc. If no one volunteers to read, you may ask if someone would volunteer to let you read one of the books aloud. Encourage positive feedback concerning the manuscript when each student has finished sharing. This sharing time should be followed by an activity.

3. Writing Activity (Your time is limited. You will not have time for an elaborate plan.)

Time should allow for some type of small-group activity. This is totally at your discretion. Let your imagination go wild. The purpose of the Young Authors Conference is to foster students' attitudes and abilities in writing, so plan your activity with this in mind. Some suggested activities we have collected over the years include the following:

- Design a button or a badge to advertise the child's book.
- Make a bookmark, which represents the child's book.
- Start an autograph book with the children in the group.
- Read a short book and then write a group short story.
- Act out one of the student's stories.
- Plan an experience and write a group story.

Again, you are responsible for bringing all the necessary materials (paper, scissors, markers, crayons, etc.) for completing your activity.

4. Practice for Recognition Ceremony

Practice the names of the children in your group and make sure you have the correct titles of their manuscripts. You should review the Recognition Ceremony procedures at this time. Plan to sit in the front of your assigned auditorium.

5. Author Visits

During the small-group time, students will join other groups for a visit with a guest author. See the schedule located in your activity bags for times and locations of the visit with your author.

6. Clean-Up

IMPORTANT: You will not be returning to the classroom. Be sure you and your students take all your belongings with you and leave the room in the condition in which you found it. The rooms and buildings will be locked shortly after you leave. All lost and found items will be sent to the Faculty Lounge.

Lunch

Grades K-8. You and your students will be provided lunch from 12:00-12:45. At 12:45 you will need to make your way to your assigned auditorium for your special session. See schedule for location.

Sessions with Storytellers/Author Panels

The afternoon sessions vary for each group: K-4 and 5-8. Please consult the student schedules for specific times. Generally, your group will be entertained by a storyteller or will interact with a panel of authors discussing the writing process.

Recognition Ceremony

The final session for all groups is the Recognition of Young Authors. Remember, the participants are their district's representatives or ambassadors for writing. We know many people view it as a contest with winners, but the actual intent of the program is to promote the writing process for all students.

The Recognition Ceremony is a meaningful part of the conference for the students, their parents, and guests. In order to keep the ceremony going smoothly, we suggest the following format for your group's brief time on stage:

1. Lead the students onto the stage and move up to the podium.
2. Introduce yourself; give your name, your position, and your school name and announce which author your students saw.
3. Introduce each student by name, and read the title of his/her manuscript. Audience members will be asked to hold their applause until all young authors have been introduced – no need to wait after each introduction. As you introduce each student, he or she should step forward, holding up the book and/or certificate, and step back as the next student is introduced. Be sure to brief your students on this procedure in advance! When all students have been introduced, a simple "Thank You!" is sufficient to let the audience and your students know that you have finished.
4. Lead your students across the stage to receive their book from their author and then lead them back to their original seats. Breathe a sigh of relief and pat yourself on the back for doing such a worthwhile thing on a Saturday in May!

Please wait with your students until a parent or guardian comes to claim each student. When all your students have been claimed, you are free to go. If you have unclaimed students, bring them to the Faculty Lounge.

Please take a minute to fill out the Volunteer Feedback Form found in your bag. This will help us plan for future conferences. Please bring it to the Young Authors Headquarters in the Faculty Lounge and feel free to give the Committee any comments or suggestions.

Tips for Group Leaders

- Plan to have your students use the bathrooms near their classroom building rather than the near the Café or North Gym or 150A/B Lower Bowl.
- Do not send one child to the bathroom alone.

Preparation for Recognition Ceremony

Be sure to allow some time to rehearse the recognition ceremony procedures (which will be explained to you at the Saturday morning orientation session) so that all students are confident that they know what to do as they move to, across, and from the stage.

Most of all have a good time! Your careful preparation will help you and your students enjoy an exciting, active day.

ASSISTANT GROUP FACILITATORS

Check-in

All volunteers should check-in at 150A/B Lower Bowl between 7:30 a.m. - 8:00 a.m. on Saturday morning (unless you opted for early check-in on Friday night). You will receive conference materials at this time.

Training Session

Assistant Group Leaders **must attend the 8:00 a.m. - 8:20 a.m. training session** with the Group Leaders.

Job Description

Your role is to serve as a troubleshooter and runner and assist the Group Leader throughout the day.

Occasionally a Group Leader is unable to make it to the conference at the last minute. In such a case, we must ask an Assistant Group Leader to substitute. If we know in advance that you need to "pinch hit," we will contact you so that you can fully prepare. In the event that we have a no-show, **we ask that all Assistant Group Leaders come prepared to fill in as a Group Leader if necessary.** Please review the information on being a Group Leader. We will know at the 8:00 a.m. training session if we are missing a Group Leader. Arrangements for emergency substitute Group Leaders will be made at this meeting.

Lunch

You will eat lunch with your group. For additional information see the Group Leader Lunch description on page 7.

Afternoon Sessions

Your job is critical to the smooth operation of the conference. At the end of the Recognition/Closing Ceremony, assist your Group Leader in seeing that all of the children in your group are safely returned to their parents. Your response to any situation not listed here, but needing attention will be appreciated. Serious situations should be reported immediately to the Young Authors Headquarters, located in the Faculty Lounge.

Please take a minute to fill out the Volunteer Feedback Form found in your bag. This will help us plan for future conferences. You may bring it to the Young Authors Headquarters in the Faculty Lounge and feel free to give the committee any comments and suggestions.

FLEXIBLE VOLUNTEERS

Check-in

All volunteers should check-in at 150A/B Lower Bowl between 7:30 a.m. - 8:00 a.m. on Saturday morning (unless you opted for early check-in on Friday night). You will receive conference materials at this time.

Student Registration – K-8

Immediately after check-in please go to the Cafe to familiarize yourself with the procedures for student check-in.

Job Description

Your role is to check in students for the conference. You will be checking their names off in a binder, giving them registration materials, and directing them to the appropriate section where they will meet their group leader. You may be asked to help direct groups into 150A/B Lower Bowl for the Opening Ceremony when registration is done.

Lunchroom /Opening Ceremony Helper

Your job is to assist groups and parents in finding seating for the opening ceremony. You will also be handing out maps after the ceremony. During lunch you may be asked to hand out silverware, direct student traffic or other lunch related duties. You do not need to attend the training, but please wait in 150A/B Lower Bowl after the training to receive further directions. (8:30 a.m.)

T-Shirt Sales

You will be working with ILLC members to sell t-shirts and bags in the Hallway.

Floater/Fill-in Volunteer

Please make sure that you attend the training from 8:00 to 8:20 in 150A/B Lower Bowl. You may be asked to fill-in for or assist a Group Facilitator. (Materials will be provided for you.) We will be placing you in areas most needed during the day such as filling in for an absent volunteer, passing out maps, and helping the conference to run smoothly.

Your job is critical to the smooth operation of the conference. At the end of the Recognition/Closing Ceremony, assist your Group Leader in seeing that all of the children in your group are safely returned to their parents. Your response to any situation not listed here but needing attention will be appreciated. Serious situations should be reported immediately to the Young Authors Headquarters, located in the Faculty Lounge.

Please take a minute to fill out the Volunteer Feedback Form found in your bag. This will help us plan for future conferences. You may bring it to the Young Authors Headquarters in the Faculty Lounge and feel free to give the committee any comments and suggestions.

AUTHOR/STORYTELLER ESCORTS

Check-in

All Author and Storyteller Escort volunteers should check-in at 150A/B Lower Bowl 7:00 p.m. – 7:30 p.m. on Friday evening prior to the Volunteer Reception.

Job Description

Your job as an escort is an important one. You are responsible for making sure that your author or storyteller knows and follows the assigned schedule. You should plan to pick up the schedule of the day at early check-in on Friday and get acquainted with your author or storyteller. In addition, please make arrangements for meeting your author on Saturday morning.

You should also take some time to familiarize yourself with the school, as you will be relied on to lead the way. Maps are included in this packet and will be available at the conference. Please encourage your author or storyteller to be prompt throughout the day.

Training Session

You should plan to meet with the Author Escort Coordinator at 8:00 a.m. in Room on Saturday morning. **This meeting is mandatory.**

Morning Sessions

Meet your author or storyteller after the training session at 9:00 in the 150A/B Lower Bowl. You should plan to spend this time getting oriented, planning timing, and moving to the site of your small-group visits or Opening Ceremony if applicable.

Lunch

(12:00 p.m. — 12:45 p.m.)

Escort your author or storyteller to the Sr. Cafe where we have made arrangements for your lunch.

Author Panel

Please watch your time carefully and have your author at the appropriate author panel on time.

Final Comments

At the end of the day, be sure to thank your author or storyteller for participating. See if there is anything needed before going your separate ways. Our guests are special people, and we depend on special people to make their day go smoothly.

Grade Level Representative

Check-in

All Grade Level Representative volunteers should check-in at 150A/B Lower Bowl between 7:00 p.m. – 7:30 p.m. on Friday evening prior to the Volunteer Reception or at the same location on Saturday morning between 7:30 and 8:00 a.m.

Job Description

Your job as a Grade Level Representative is an important one. You are responsible for making sure that the groups of young authors in your area run smoothly. Following the Opening Ceremony you will be walking your groups to your set of rooms. While the conference is in progress, you will be the person responsible for trouble-shooting any problems that may arise. (Small – usually someone needing supplies). Please call 630-988-9833 if you need assistance.

You should also take some time to familiarize yourself with the school, as you will be relied on to lead the way. Maps will be available at the conference.

Training Session

You should plan to attend the Volunteer Training at 7:45 a.m. in 150A/B Lower Bowl. **This meeting is mandatory.**

Morning Sessions

While the morning sessions are occurring in your area please float around to see if anyone needs assistance.

Lunch

(12:00 p.m. — 12:45 p.m.)

Please make sure that all groups have vacated your area prior to heading over to the Cafe for lunch.

Author Panel & Closing Ceremony

You will be facilitating the author panel or storytelling session as well as the closing ceremony for your grade levels. There is a script that will be provided for you when you check-in to the conference. If you are facilitating a grade level with an author panel, please facilitate questions from the audience. If you are facilitating a storyteller session, please introduce the storyteller.

Final Comments

Thank you so much for agreeing to this important position!

GUEST AUTHORS/STORYTELLERS

44th ANNUAL YOUNG AUTHORS' CONFERENCE

MAY 19, 2018

Grades K-2

Michelle Schaub

Michelle Schaub is a children's author, poet, and teacher. Her work appears in the anthologies *And The Crowd Grows Wild: A Global Gathering of Sports Poetry* and *The Poetry Anthology for Celebrations*. She is also the author of the picture book poetry collection *Fresh-Picked Poetry: A Day at the Farmers' Market*. Michelle Schaub teaches language arts at The Avery Coonley School in Downers Grove, Illinois, where she shares her love of poetry with her students. When she's not teaching and writing, Michelle loves hiking, biking, and exploring farmers' markets.

Grades 3-4

Carolyn Crimi Carolyn Crimi received her MFA in Writing for Children from Vermont College in 2000. She has published many books for children, including *Don't Need Friends*, *Boris and Bella*, *Henry and the Buccaneer Bunnies*, *Where's My Mummy*, *I Am the Boss of this Chair*, and *Dear Tabby*. Her book *There Might Be Lobsters* received SCBWI's Golden Kite Award for picture book text. Carolyn has also garnered over thirty state awards and was given The Prairie State Award in 2012 for her body of work. When she's not writing, Carolyn enjoys visiting elementary schools all around the world to talk about how she hunts for new ideas and revises her stories. Her website, www.carolyncrimi.com, gives more details about her books and her background.

Grades 5-6

5th

Brianna DuMont

After getting her degree in Art History and Archaeology (with a side of Classics, and Animal Science, just for kicks), she decided digging in the dirt was not for her. She wanted to write about history for kids and re-live it every day! Now, she lives to travel all over the world in search of great museums and historical sites to visit. When she's at home in her adopted city (Chicago), she's a full-time writer and quickly becoming best friends with her local librarians. History is most fun when it's getting made fun of, so her nonfiction series are all about laughing. What's history without a little perspective?

6th

Sarah Aronson

Sarah Aronson began writing for kids and teens when someone in an exercise class dared her to try. Since then, she has earned an MFA in Writing for Children and Young Adults from Vermont College of Fine Arts, and published three novels: *Head Case*, *Beyond Lucky*, and *Believe*. Her

most recent books are part of a new young MG series about the worst fairy godmother ever, *The Wish List* (Scholastic, 2017-2018) as well as a forthcoming picture book biography, *Just Like Rube Goldberg* (Beach Lane Books).

When Sarah is not writing or reading (or cooking or riding her bike), she is talking to readers about creativity, writing, social action, and of course, sparkle power! She loves working with other writers in one of her classes at the amazing *Highlights Foundation* or *Writers on the Net* (www.writers.com). She has served as an SCBWI mentor in both Illinois and Michigan. She loves sports. She overuses exclamation points. When she's excited, she talks with her hands.

Grades 7-8

Julia Durango

Julia Durango is the author of picture books, novels, and poetry for kids of all ages. She has received both national and state awards for her writing, including the Prairie State Award for Excellence in Writing for Children. Her young adult novel, *The Leveller*, was selected to represent Illinois at the 2016 National Book Festival in Washington, D.C. Julia received her M.A. in Political Science from the University of Illinois, and currently works for CASA, a volunteer organization that advocates for abused and neglected

Storytellers and Parent Speaker

Storyteller

Chris Fascione

Chris Fascione's greatest passion has always been performing for children and their families. He presents his one-man show, "Bringing Literature to Life!," in which he acts out stories his audience can then check out from the school or local library, for schools, libraries and other family venues. Chris has been touring throughout the United States for over twenty years, performing over 300 shows annually. Chris has conducted workshops on storytelling and read-aloud techniques to educational professionals and has been the keynote speaker at numerous literary events.

Chris is a "Storytelling World" award-winner, has been featured through "Reading is Fundamental," highlighted at the Connecticut and Illinois Storytelling Festivals, and has appeared on several children's television programs. He has been honored to have been selected by the Illinois Arts Council to be on their Artstour Roster of Artists for the past 18 years.

As a professional storyteller/actor, Chris incorporates his acting, mime, juggling and comedic skills to both entertain and lead children into the world of books, promoting literacy and a love of reading. He received his theater training from Connecticut College and the Eugene O'Neill Theater Center and worked with several national children's theater companies such as the Missoula Children's Theater and Child's Play Touring Theatre prior to developing his own show.

Originally from Philadelphia, Chris makes his home in Oak Park, Illinois, where he lives with his wife, Diane, and their two sons

Parent Speaker

Patricia Valente

Patricia has been a bilingual/ESL teacher in elementary schools for 13 years. She has taught in a variety of districts and settings, such as Waukegan #60, Barrington #220 and Unit #5. Patricia completed her 1st Master's Degree in Reading at Benedictine University and her 2nd Master's Degree in Educational Administration at Illinois State University. She holds a Bachelor of Arts degree in Theatre from Illinois Wesleyan University and a Bachelor of Science in Bilingual Education from Illinois State. She currently works as a 4th Grade Bilingual Teacher at Cedar Ridge Elementary and teaches Bilingual and ESL method and strategy classes for pre-service teachers at Illinois State University.

Being a bilingual learner of Spanish she has always been interested in the development of language in both children and adults. Because of her continual work with language acquisition and the second language learner in the current public school atmosphere she continues to look for new opportunities to build connections with both the school and the community. Patricia lives in Normal Illinois with José, her husband; Rebekah and Sarai, their two daughters; and Vencedor, their dog.

