

Directions: Reading – Literacy Passport Incentive Program

The Literacy Passport Card is effective student incentive program that encourages and motivates elementary and middle school aged children to read independently. The final product is personalized and of such high quality that students are excited and motivated to earn their Literacy Passport Card. Finally, the cost of mass producing this incentive is extremely affordable. I have included the necessary items needed to create the customized licenses and their approximate costs as of June, 2017.

The DIRECTIONS (PDF) are listed numerically below. The Template MS Word document attachment is located on the same website: www.thenew3rseducationconsulting.com. **It is intended that this license template is free of charge**, and that no person sell the templates for profit. I hope this incentive is as successful for your students as it is for ours.

Blaine A. Helwig

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PASSPORT CARD INCENTIVE DIRECTIONS

- 1.) Generally, it is more efficient to make all the CARDS for a week at one designated time – each Thursday or Friday, for example. A Friday assembly is an ideal location for the ceremony. All students should applaud the student(s) earning their Literacy Licenses.
- 2.) I have always used a digital camera with a connection to a USB computer port; however, a mobile phone may also be used with a USB connector or email the picture to yourself.
- 3.) It is recommended to use a light blue background or a similar consistent color. A large piece of butcher paper taped to the wall covering 3 feet to 6 feet in height is ideal for creating a professional background photographic appearance.
- 4.) After transferring the digital photograph to the computer, use the ‘crop’ command to size the picture. The picture may also be formatted with a 1 to 2 point black border on the photo to provide a separation border from the remainder of the drivers’ license template.
- 5.) After the picture is positioned on the Passport Card word document template (MS Word attachment), *overwrite* the personal specifics for each student: ‘Name, Grade, School, Date of Issue. The template itself can be resized since it is an MS Word Document. Highlight template and resize as desired.
- 6.) Print out the completed student driver license template on a *color printer using 60 to 65 bond weight white paper* (approximately 13 dollars for 200 sheets) to provide the license some paper integrity. If only printing out one or two licenses, cut the paper horizontally after printing so the same (shortened) sheet of paper may be fed through the printer in the future when creating licenses – saving paper. I recommended saving completed licenses in a separate computer folder with its creation date – for future reference purposes as well as a reprinting, if needed.

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- 7.) Laminate each Driver License with a small business card sized plastic pouch using a small portable Laminating Machine (an inexpensive machine costs 50 dollars and a more expensive machine costs about 100 dollars – but they remain functional for 10 years or more.) Both items may be purchased from Office Depot/Office Max. – each item is shown below. Plastic badge holders may also be purchased at Office Max – See 9.) below.



Business Card
Laminates - \$23.99
per 100



Portable Laminator - \$49.99 to \$105.00 dependent upon model

- 8.) The Passport Literacy Card may be presented to the student at this time. However, I have found the incentive to be more effective if it is publicly displayed – the successful student can become a walking advertisement to other students aspiring to earn their Master Reader’s license. Please read steps 9 and 10. The least inexpensive model works equally as well as the more expensive one.
- 9.) Plastic badge holders may also be purchased at Office Max. Note: Educators often wear name tags at professional development conferences using this item – see picture below. The drivers’ license plastic laminated corners may require trimming to fit inside the horizontal plastic holder (Not Vertical Holders). FYI. *NOTE: Amazon offers these type of cards for less money AND they are 4.5 inches wide...easier to fit laminated DL in the slot – Highly recommend.*



Horizontal Badge
Holders - \$6.99 per
package of 12

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10.) Lastly, lanyards (IDville.com or similar company) may be purchased in bulk – very inexpensively – with school name and colors to attach to the badge holder. Students can display their license with pride in public view. Teachers should encourage and press students to become independent readers. Reading is the most important skill a student learns in their education process. Accountability and encouragement go a long way to motivate a child to produce at high levels. Final product is shown below. Again, template is a separate MS word attachments – Free of charge.

Final Picture of a Math Fact Drivers' License with plastic holder and school lanyard is shown. Same for Literacy Passport Card.

