



## **ROLE OF THE PRC COORDINATOR IN SCHOOLS**

### **JANUARY to SEPTEMBER – Promote Challenge**

- Receive posters and set up display in library, if desired
- Hand out student reading records to students
- Use [PRC Listmaker](#) to match library catalogue with PRC Booklists
- Label any new additions in your library with PRC stickers if they are included on the PRC booklist (these stickers are available via School Merit Solutions – the [order form is on our website](#))
- Keep in touch with PRC head office via emails and Updates, checking student records as required/requested by students/families

### **JULY – SEPTEMBER (Term 2 week 10 through Term 3, week 9) – Data Entry**

- Collect completed reading records from students by Friday week 7, term 3
- Enter Data of completed students using the instructions as sent out via email from PRC office at the end of Term 2
  - Government schools – via EDSAS (or EMS as it is rolled out)
  - Non-government schools – via links provided in the instructions

### **NOVEMBER**

- Receive and check awards against recipient lists, which will be sent out at the beginning of term 4
- Make any enquiries or requests for changes prior to handing out awards
- Hand out the awards, either in an assembly, or by class. This process is decided on by the PRC coordinator – whatever works best for the school.