

Dear Teachers,

I'm excited about my upcoming visit to your classroom. I've put together a packet of information that will help us have a mutually successful visit.

In this packet, you'll find the following:

Tips for a Successful Author Visit- I have had the privilege to visit many classrooms and share my stories and through those visits, have gained some experience about what makes for a successful visit. These are simply suggestions I'm passing along to you.

Author Visit Schedule- There are two forms attached- one is for Quincy Area Schools Only and the other is for all other schools. Please have each classroom fill in their desired time slot for the day I will be visiting. This must be completed and returned to me (Edenandherhappy@yahoo.com) at least one week prior to my visit.

Order Form- There is an order form attached. Please copy and send home with your students at least a week prior to my visit with a deadline of your choice. I will fill the orders the day of my visit and send a book/product home with each student for which an order was placed.

Coloring Pages- There are two coloring pages attached- should you decide to incorporate this activity into your day, prior to my visit, simply copy the one that corresponds with the book you have chosen for me to read to your class. These may be done in class or sent home with the students and is simply a tool to get them excited about my visit. The students enjoy having the coloring pages displayed when I arrive for my visits.

My Manners Checklist- This checklist goes along with my Henry and His Manners presentation. If you have selected this book for me to read to your class, you have the option to copy the checklist to distribute to each student at the end of my presentation. This is a good activity for the students as it helps them internalize the message of good manners.

Please don't hesitate to contact me prior to my visit with any questions.

Sincerely,
Tracy Schlepffhorst

Edenandherhappy@yahoo.com

Cell: 217-316-1717



Prior to Tracy's Visit

- ❖ Print out the Coloring Page for the book you have chosen for Tracy's visit and encourage students to color the page prior to the visit. Students enjoy having the pages on display when Tracy visits the classroom.
- ❖ Spend classroom time talking about authors the students may know.
- ❖ Help students prepare questions they may want to ask Tracy following her program.
- ❖ Advertise Tracy's visit in school newsletter or on website.
- ❖ Feel free to invite parents to be a part of Tracy's visit.
- ❖ If Henry and His Manners is your chosen program, print "My Manners Checklist" for each student and have on hand to pass out to students following Tracy's program.

Following Tracy's Visit

- ❖ Spend classroom time with the students writing letters/notes to Tracy about her visit. Letters may be mailed to: Tracy Schleppehorst, PO Box 3029, Quincy IL 62305.

Author Visit Schedule

Circle one:

'Eden and Her Happy' 'Henry and His Manners' 'Eden and Her Joy'

'Emotion Belly Yoga' 'The Journey of Emotion Belly Books'

Please sign your class up (Teacher/Room Number) for a 30-minute visit with author Tracy Schleppehorst. Her visit will include reading and discussing the writing process of her book. She will also help students better understand the importance of listening to their emotions. Feel free to combine classes as needed.

Day of the Week: _____, *Date:* _____

9:00 _____

9:30 _____

10:00 _____

10:30 _____

11:00 _____

11:30 _____

12:00 _____

12:30 _____

1:00 _____

1:30 _____

2:00 _____

2:30 _____

Once all requested slots are filled, please return to: Edenandherhappy@yahoo.com at least one week prior to visit date.

Author Visit for Quincy Area Schools Only

Circle one:

'Eden and Her Happy' 'Henry and His Manners' 'Eden and Her Joy'
'Emotion Belly Yoga' 'The Journey of Emotion Belly Books'

Please sign your class up (Teacher/Room Number) for a 30-minute visit with author Tracy Schleppehorst. Her visit will include reading and discussing the writing process of her book. She will also help students better understand the importance of listening to their emotions.

Feel free to combine classes as needed.

Monday

Date: _____

9:00 _____

9:30 _____

10:00 _____

10:30 _____

11:00 _____

11:30 _____

12:00 _____

12:30 _____

1:00 _____

1:30 _____

2:00 _____

2:30 _____

Tuesday

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Wednesday

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Thursday

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Friday

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12:30 _____

1:00 _____

1:30 _____

2:00 _____

2:30 _____

*Once all requested slots are filled, please return to: Edenandherhappy@yahoo.com
at least one week prior to visit date.*



Dear Parents,

My name is Tracy Schlepphorst. I am the author of *Emotion Belly Books*. I will be visiting your child's classroom to share my enthusiasm of reading and writing, along with my very important message of "Happy on the inside." Please visit www.emotionbellybooks.com for book descriptions and complete the information below if you would like a signed copy.

Many thanks,

Tracy Schlepphorst

ORDER FORM

BOOKS ARE \$12.00 EACH/MANNERS DOLLS ARE \$9.00

CASH OR CHECKS TO: EMOTION BELLY BOOKS

CIRCLE THE ITEMS BELOW THAT YOU WOULD LIKE:

Eden and Her Happy

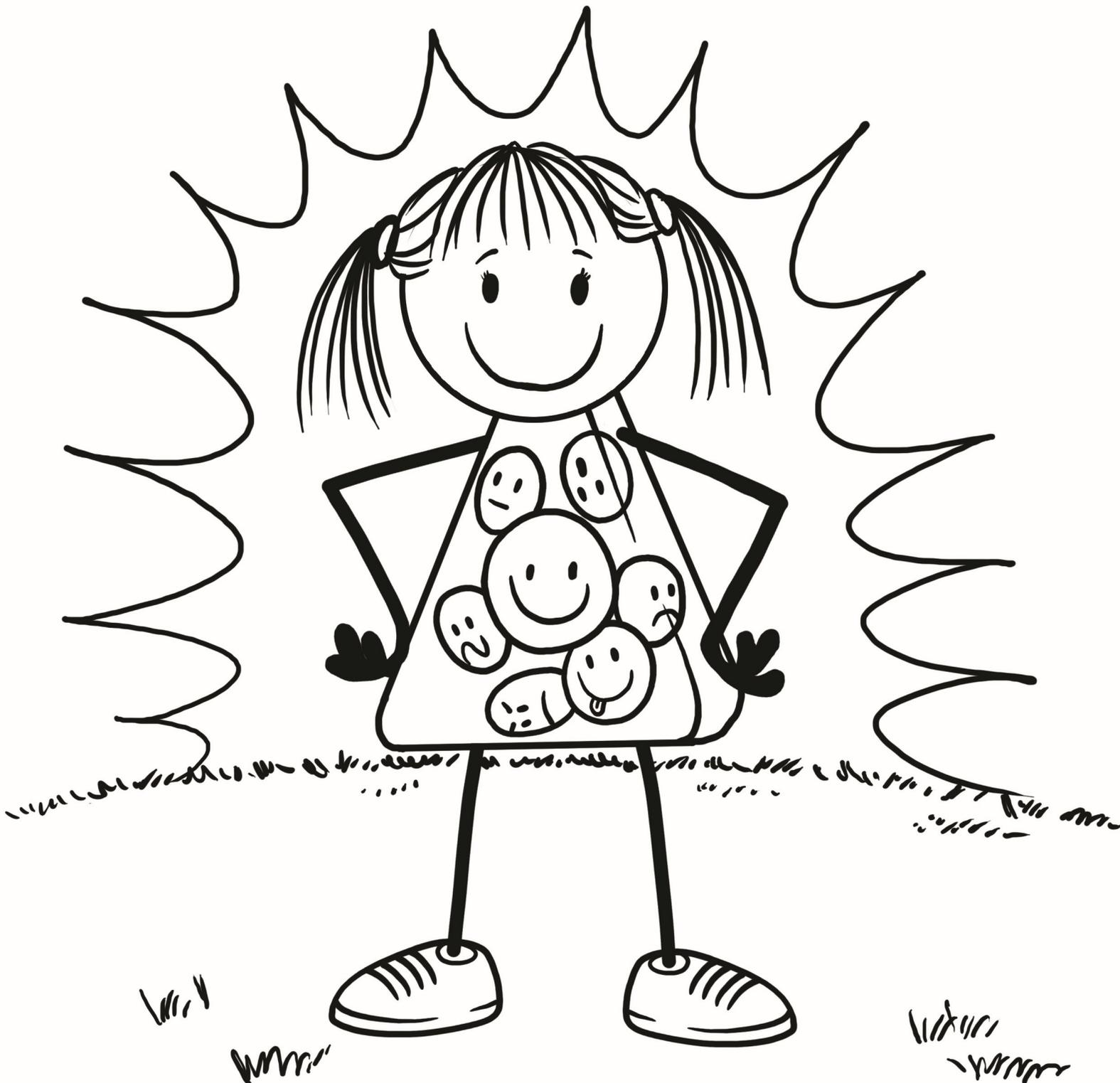
Eden and Her Joy

Henry and His Manners

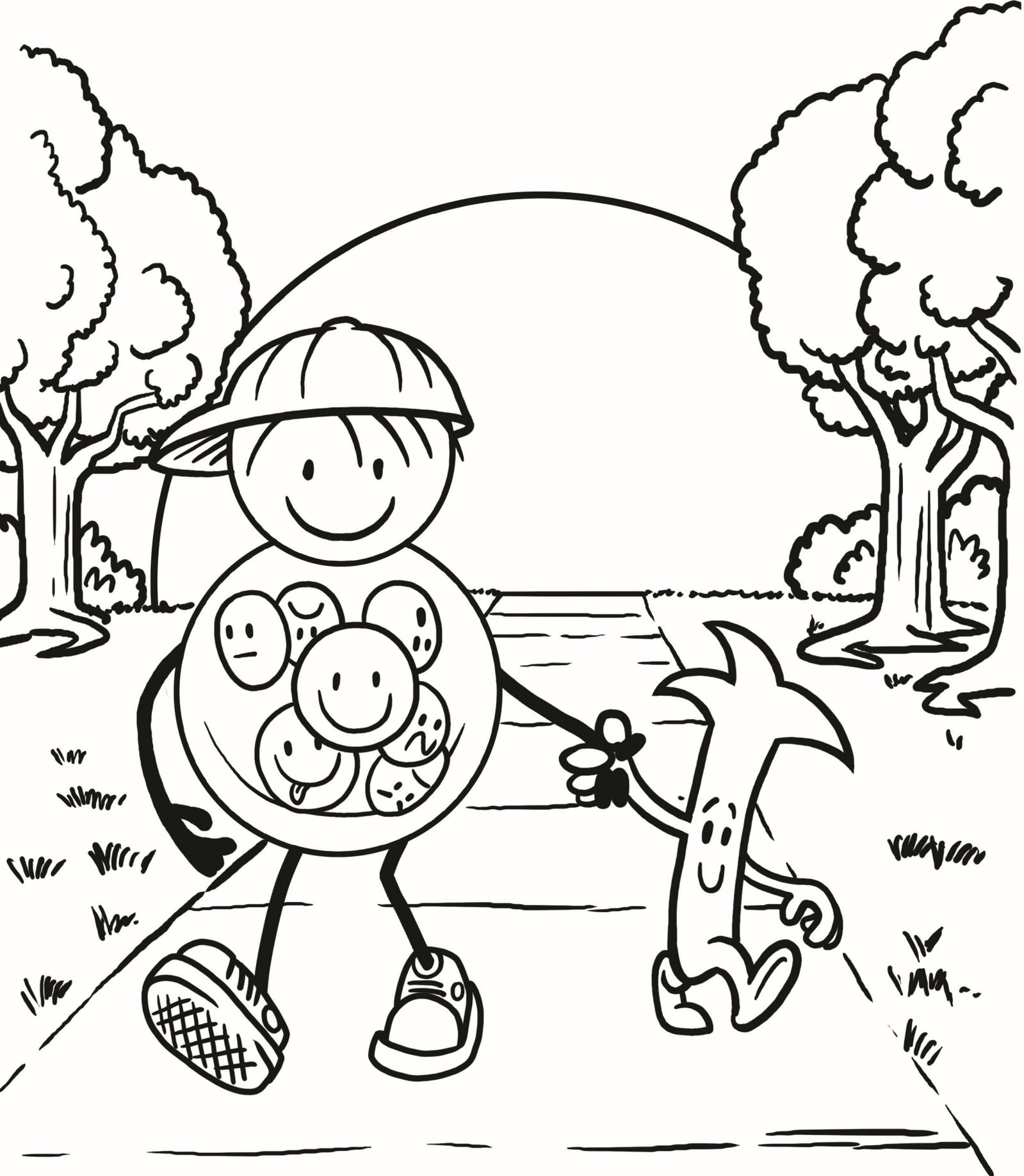
Manners Doll

Teacher: _____ Child: _____

Autographed to: _____



Eden and Her Happy



Henry and His Manners

My Manners Checklist

- I brush my teeth and hair.
- I say please and thank you.
- I say hello and good-bye.
- I wait my turn.
- I raise my hand.
- I say excuse me if I toot or burp.
- I wash my hands after using the restroom.
- I wash my hands before eating.
- I sit at the table properly.
- I use my utensils when eating.
- I chew with my mouth closed.
- I don't talk with food in my mouth.
- I clean up after myself.
- I cover my mouth when I sneeze.
- I am kind to myself and others.



Signed: _____