



## **Extra Guidelines to help you create your KTKI picture book**

For editors (teachers) and authors (students) start by reading pages 6 to 12 of the KTKI Program Manual. Follow the directions carefully. IF you do not have our KTKI Program Manual, it is on the [www.ktki.org](http://www.ktki.org) website under “get involved /teachers”.

### Be sure to remember:

- English is the universal language that most of your new friends want to learn. So it's very important that your words are spelled correctly and if you do not use a computer, please print carefully in dark ink (not pencil).
- We do not like to receive books that show corrections made by teachers. The book you send us should be the final edition with no teacher corrections and that way it will be outstanding.
- Pictures should match the text of the page in a story book. In addition, in ABC books, the drawing should be an understandable illustration of the word, in counting books, the drawing should show the correct number of items, and in books about color, the color of the item must match the color named on that page.

One teacher created a picture book with the class – it was wonderful but – the students' picture books weren't. She had followed every rule for herself but somehow ignored the kids' books; she had her author's page etc., but not one picture of the class or students was in the student-created books. While it was a good idea to have the teacher make a book as an example for the students, she should have worked with her students more and made certain they followed the directions as well.

Students should be like authors and think about who will be reading their books and what they want to say to their readers. Where do their new friends live? What is happening in that part of the world? Our students must wake up to all the good around them and realize how fortunate they are. What if they didn't live in this country? Try to put themselves in their new friend's place; what would they like to be receiving in a gift box?

Everyone wants to learn to speak English—it is the international language. In one African country they speak 14 different tribal languages, but the teenagers can't get a job in their own country unless they speak English. Your book may be used by someone who is learning English so grammar and spelling must be correct. Colloquial phrases are especially difficult for someone unfamiliar with American English. It is best not to use them.

For our younger authors, the colored scribbles and designs of pre-school and kindergarten classes and the charming class pictures or individual pictures on each page are perfect for pre-school children who receive the books. Text can be dictated and printed or typed by an adult.

Additionally:

- The author's page is the most important part of each book. There should be a photo or hand-drawn self portrait, individual or class, and a brief but warm "hello". (We love the sweet girl with straight hair and glasses who wrote, "I loved making this book for you and hope you will be my friend and that there will be peace.") However, no personal addresses or last names of students should appear on the books.
- Drawings and photographs are so important in our KTKI program. When teachers include in gift boxes pictures they have taken of class participation, we love mailing these pictures in the boxes.
- We are always disappointed to realize how many kids watch TV and to see in their books about their video games, their favorite rock groups, etc. Please find a way to make our kids realize there is more to life than pizzas and television. If they choose to write about such things, then let them explain thoroughly what they're writing about to their new friends who might not understand our cultural references.
- Keep it simple. Keep it kind. (One sweet girl wrote about, and drew pictures of "Delicacies I Love"), and then dedicated her banana splits and chocolate chip cookies to the children of Somalia who were starving to death! And do be careful about religions and holidays. Keep in mind current events and remember we want to be reaching out to children everywhere with peace and friendship.
- **SHIPPING IS EXPENSIVE.** So please make certain that our KTKI gift boxes represent the best of your student's work.

You really are the most important part of our program. Let us know if personal pictures on author's page or others that you might include can be used on our website. When in doubt – check with the KTKI online manual or call our office.

