

## Organizing Your LTL Program: Program Administrator Checklist

SCHOOL SEMESTER/YEAR: \_\_\_\_\_

PROGRAM ADMINISTRATOR: \_\_\_\_\_

MEMBERSHIP NUMBER: \_\_\_\_\_

- Identify the students and teachers involved.**
- Identify the various settings within which audiobooks will be used:**
  - General education classrooms
  - Special education classrooms
  - Combined settings
  - Media Center
  - Home
  - Other \_\_\_\_\_
- Complete applications and student certification form(s).**
- Determine titles and number of books needed:**
  - Contact the student, teachers, curriculum coordinator, etc.
  - Maintain a folder for each student or use alphabetized index cards.
- Determine what type of audiobooks your school will be using.**
  - RFB&D's AudioPlus books on CD
  - RFB&D's AudioAccess downloadable books
  - Both
- Order books from RFB&D:**
  - Access the Online Catalog and Ordering Center ([www.rfbd.org](http://www.rfbd.org))
  - Call **800-221-4792**
  - Fax 609-987-8116
- Determine equipment needs:** (Visit [www.rfbd.org](http://www.rfbd.org) for player information.)
  - For AudioPlus Books:**
    - Desktop digital hardware
    - Portable digital hardware
    - Digital playback software (PC)
    - Headsets
    - Multiple headset adapters
  - For AudioAccess Downloadable Books:**
    - Supported portable media player (see [www.rfbd.org](http://www.rfbd.org) for more details)
    - PC with Windows Media program
- Determine any additional equipment needs and place order.**
- Devise a system for distributing RFB&D's audiobooks and equipment.**

**Idea:** Some members find that using the school library as a central distribution center very functional.
- Develop a system for organizing the books and equipment.**

**Idea:** Some members find that using the school library to organize their LTL program is very effective.
- Identify storage and maintenance resources.**

- Schedule training sessions for teachers, students and parents.**
- Obtain additional support materials from RFB&D as needed:**
  - Visit [www.learningthroughlistening.org](http://www.learningthroughlistening.org) for the following tools:
    - Illustrative equipment quick reference guides
    - RFB&D Membership Guide
    - RFB&D's Teacher's Guide
    - RFB&D's Audiobook Training Tool (ATT) CD
    - Graphic Organizers
- Return AudioPlus books to RFB&D when you are finished with them.**

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