



Action List

Core Actions (For the Bronze Star)

Title	Description	Documentation to Submit
Core Action 0	Create an account on the PA Forward Star Library website, as well as a shared "cloud" folder to use when submitting documentation	Create the account and provide the address to the shared "cloud" folder
Core Action 1	Watch the PA Forward 5-Literacies Webinar .	Screenshot of the finished webinar
Core Action 2	Have your library "like" or "follow" the PA Forward Facebook page (@paforward) and/or Twitter account (@paforward5). If your library doesn't use social media, get creative and show us in another way that you like PA Forward.	Screenshot of the of "liked" Facebook or Twitter page (If you don't have Facebook, take a picture of whatever you decided to go with instead.)
Core Action 3	Submit a description of a PA Forward "branded" library event to The Commons, the PA Forward Best Practices Database .	Screenshot of the completed post
Core Action 4	Discuss PA Forward at a staff meeting.	Copy of the meeting agenda, showing the presentation
Core Action 5	Include the PA Forward logo on at least 5 different library marketing/promotional materials (such as a flyer, poster, banner, or other material).	Digital copies of the materials

Basic Literacy Actions

Title	Description	Documentation to Submit
Basic Literacy Action 1	Identify a new or existing event that supports Basic Literacy and include a Basic Literacy logo on a flyer for that event.	Digital copy of the flyer
Basic Literacy Action 2	Include the Basic Literacy logo in a library display concerning Basic Literacy.	Image of the display
Basic Literacy Action 3	Discuss PA Forward and Basic Literacy in a library publication (a newsletter, mailer, pamphlet, brochure, etc.).	Digital copy of the publication
Basic Literacy Action 4	Discuss a PA Forward Basic Literacy program on your library's social media (i.e. Facebook, Twitter, Instagram, Blog, etc.), using one (or more!) of the PA Forward hashtags: <ul style="list-style-type: none"> • #PAForward • #BasicLiteracy • #FinancialLiteracy • #HealthLiteracy • #InformationLiteracy • #CivicLiteracy • #SocialLiteracy • #PALibraries 	Screenshot of the post

Information Literacy Actions

Title	Description	Documentation to Submit
Information Literacy Action 1	Identify a new or existing event that supports Information Literacy and include an Information Literacy logo on a flyer for that event.	Digital copy of the flyer
Information Literacy Action 2	Include the Information Literacy logo in a library display concerning Information Literacy.	Image of the display
Information Literacy Action 3	Discuss PA Forward and Information Literacy in a library publication (a newsletter, mailer, pamphlet, brochure, etc.).	Digital copy of the publication
Information Literacy Action 4	Discuss a PA Forward Information Literacy program on your library's social media (i.e. Facebook, Twitter, Instagram, Blog, etc.), using one (or more!) of the PA Forward hashtags: <ul style="list-style-type: none"> • #PAForward • #BasicLiteracy • #FinancialLiteracy • #HealthLiteracy • #InformationLiteracy • #CivicLiteracy • #SocialLiteracy • #PALibraries 	Screenshot of the post

Civic and Social Literacy Actions

Title	Description	Documentation to Submit
Civic and Social Literacy Action 1	Identify a new or existing event that supports Civic and Social Literacy and include a Civic and Social Literacy logo on a flyer for that event.	Digital copy of the flyer
Civic and Social Literacy Action 2	Include the Civic and Social Literacy logo in a library display concerning Civic and Social Literacy.	Image of the display
Civic and Social Literacy Action 3	Discuss PA Forward and Civic and Social Literacy in a library publication (a newsletter, mailer, pamphlet, brochure, etc.).	Digital copy of the publication
Civic and Social Literacy Action 4	<p>Discuss a PA Forward Civic and Social Literacy program on your library's social media (i.e. Facebook, Twitter, Instagram, Blog, etc.), using one (or more!) of the PA Forward hashtags:</p> <ul style="list-style-type: none"> • #PAForward • #BasicLiteracy • #FinancialLiteracy • #HealthLiteracy • #InformationLiteracy • #CivicLiteracy • #SocialLiteracy • #PALibraries 	Screenshot of the post

Health Literacy Actions

Title	Description	Documentation to Submit
Health Literacy Action 1	Identify a new or existing event that supports Health Literacy and include a Health Literacy logo on a flyer for that event.	Digital copy of the flyer
Health Literacy Action 2	Include the Health Literacy logo in a library display concerning Health Literacy.	Image of the display
Health Literacy Action 3	Discuss PA Forward and Health Literacy in a library publication (a newsletter, mailer, pamphlet, brochure, etc.).	Digital copy of the publication
Health Literacy Action 4	<p>Discuss a PA Forward Health Literacy program on your library's social media (i.e. Facebook, Twitter, Instagram, Blog, etc.), using one (or more!) of the PA Forward hashtags:</p> <ul style="list-style-type: none"> • #PAForward • #BasicLiteracy • #FinancialLiteracy • #HealthLiteracy • #InformationLiteracy 	Screenshot of the post

	<ul style="list-style-type: none"> • #CivicLiteracy • #SocialLiteracy • #PALibraries 	
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Financial Literacy Actions

Title	Description	Documentation to Submit
Financial Literacy Action 1	Identify a new or existing event that supports Financial Literacy and include a Financial Literacy logo on a flyer for that event.	Digital copy of the flyer
Financial Literacy Action 2	Include the Financial Literacy logo in a library display concerning Financial Literacy.	Image of the display
Financial Literacy Action 3	Discuss PA Forward and Financial Literacy in a library publication (a newsletter, mailer, pamphlet, brochure, etc.).	Digital copy of the publication
Financial Literacy Action 4	Discuss a PA Forward Financial Literacy program on your library's social media (i.e. Facebook, Twitter, Instagram, Blog, etc.), using one (or more!) of the PA Forward hashtags: <ul style="list-style-type: none"> • #PAForward • #BasicLiteracy • #FinancialLiteracy • #HealthLiteracy • #InformationLiteracy • #CivicLiteracy • #SocialLiteracy • #PALibraries 	Screenshot of the post

Bonus Actions

Title	Description	Documentation to Submit
Bonus Action 1	Graphic Communication: Hang a PA Forward poster in your library.	Image of the display
Bonus Action 2	Graphic Communication: Include the PA Forward logo on your library's homepage or libguide.	Screenshot of the homepage or libguide
Bonus Action 3	Graphic Communication: Include a page on your library's website where you discuss what PA Forward is and how your library is involved.	Screenshot of the homepage
Bonus Action 4	Graphic Communication: Include a general PA Forward logo on your library's social media (Facebook, Twitter, Instagram, Blog, etc.).	Screenshot of the logo on social media
Bonus Action 5	Graphic Communication: Include the PA Forward logo on a free library giveaway	Image of the giveaway
Bonus Action 6	Graphic Communication: Include the PA Forward logo as part of your signature in emails and/or correspondence.	Screenshot of a blank email or

		pdf of the letterhead
Bonus Action 7	Graphic Communication: Hang a PA Forward window cling on a library window or door, or on a library vehicle's window.	Image of the window cling
Bonus Action 8	Graphic Communication: Include a general PA Forward logo on merchandise sold by your library.	Image of the merchandise
Bonus Action 9	Graphic Communication: Hang PA Forward shelf talkers in your library's stacks.	Images of the shelf talkers
Bonus Action 10	Graphic Communication: Include a general PA Forward logo on your library's LCD screen or screensaver.	Image of the screen or screensaver
Bonus Action 11	Written Communication: Discuss PA Forward in a library press release.	Digital copy of the release
Bonus Action 12	Verbal Communication: Discuss PA Forward in a presentation.	Digital copy of the presentation or agenda
Bonus Action 13	Professional Teaching & Education: Have a staff member present a session on a PA Forward-related topic.	Digital copy of the conference schedule or agenda
Bonus Action 14	Professional Teaching & Education: Have a staff member discuss PA Forward in a scholarly or other peer-reviewed publication.	Digital copy of the article
Bonus Action 15	Professional Teaching & Education: Have a staff member attend a literacy summit.	Digital copy of the registration or CE/ACT 48 certificate
Bonus Action 16	Professional Teaching & Education: Invite a PA Forward ambassador to speak to library staff.	Digital copy of the conference schedule or agenda
Bonus Action 17	Professional Teaching & Education: Have a staff member serve of a PA Forward-related committee.	Supply the name of the individual and the committee they serve on