

# PA FORWARD



## STAR PROGRAM

### ACTION CHECKLIST

PA Forward Star Actions	
*to be completed after all required actions are submitted*	
Action	Site
PA Forward Bronze Star	
PA Forward Silver Star in Basic Literacy	
PA Forward Silver Star in Information Literacy	
PA Forward Silver Star in Civic & Social Literacy	
PA Forward Silver Star in Health Literacy	
PA Forward Silver Star in Financial Literacy	
PA Forward Gold Star	

Core Actions			
Action	Description	Site	Drive
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		
Core Action 1	Watch the PA Forward Story Video (This is now in place of the previous PA Forward Overview Webinar).		
Core Action 2	Have your library “like” or “follow” the PA Forward <a href="#">Facebook</a> page (@paforward) and/or <a href="#">Twitter</a> account (@paforward5). If your library doesn’t use social media, get creative and show us in another way that you like PA Forward.		
Core Action 3	Submit a description of a PA Forward “branded” library event to <a href="#">The Commons, the PA Forward Best Practices Database</a> .		
Core Action 4	Discuss PA Forward at a staff meeting.		
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).		

<b>Basic Literacy Actions</b>			
<b>Action</b>	<b>Description</b>	<b>Site</b>	<b>Drive</b>
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.		
Basic Literacy Action 2	Include the Basic Literacy logo in a library display concerning Basic Literacy.		
Basic Literacy Action 3	Discuss PA Forward and Basic Literacy in a library publication (a newsletter, mailer, pamphlet, brochure, etc.).		
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.		

<b>Information Literacy Actions</b>			
<b>Action</b>	<b>Description</b>	<b>Site</b>	<b>Drive</b>
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.		
Information Literacy Action 2	Include the Information Literacy logo in a library display concerning Information Literacy.		
Information Literacy Action 3	Discuss PA Forward and Information Literacy in a library publication (a newsletter, mailer, pamphlet, brochure, etc.).		
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.		

<b>Civic and Social Literacy Actions</b>			
<b>Action</b>	<b>Description</b>	<b>Site</b>	<b>Drive</b>
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.		
Civic and Social Literacy Action 2	Include the Civic and Social Literacy logo in a library display concerning Civic and Social Literacy.		
Civic and Social Literacy Action 3	Discuss PA Forward and Civic and Social Literacy in a library publication (a newsletter, mailer, pamphlet, brochure, etc.).		
Civic and Social Literacy Action 4	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.		

<b>Health Literacy Actions</b>			
<b>Action</b>	<b>Description</b>	<b>Site</b>	<b>Drive</b>
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.		
Health Literacy Action 2	Include the Health Literacy logo in a library display concerning Health Literacy.		
Health Literacy Action 3	Discuss PA Forward and Health Literacy in a library publication (a newsletter, mailer, pamphlet, brochure, etc.).		
Health Literacy Action 4	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.		

<b>Financial Literacy Actions</b>			
<b>Action</b>	<b>Description</b>	<b>Site</b>	<b>Drive</b>
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.		
Financial Literacy Action 2	Include the Financial Literacy logo in a library display concerning Financial Literacy.		
Financial Literacy Action 3	Discuss PA Forward and Financial Literacy in a library publication (a newsletter, mailer, pamphlet, brochure, etc.).		
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.		

<b>Bonus Actions</b>			
<b>Action</b>	<b>Description</b>	<b>Site</b>	<b>Drive</b>
Bonus Action 1	Graphic Communication: Hang a PA Forward poster in your library.		
Bonus Action 2	Graphic Communication: Include the PA Forward logo on your library's 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.		
Bonus Action 4	Graphic Communication: Include a general PA Forward logo on your library's social media (Facebook, Twitter, Instagram, Blog, etc.).		
Bonus Action 5	Graphic Communication: Include the PA Forward logo on a free library giveaway		
Bonus Action 6	Graphic Communication: Include the PA Forward logo as part of your signature in emails and/or correspondence.		
Bonus Action 7	Graphic Communication: Hang a PA Forward window cling on a library window or door, or on a library vehicle's window.		

Bonus Action 8	Graphic Communication: Include a general PA Forward logo on merchandise sold by your library.		
Bonus Action 9	Graphic Communication: Hang PA Forward shelf talkers in your library's stacks.		
Bonus Action 10	Graphic Communication: Include a general PA Forward logo on your library's LCD screen or screensaver.		
Bonus Action 11	Written Communication: Discuss PA Forward in a library press release.		
Bonus Action 12	Verbal Communication: Discuss PA Forward in a presentation.		
Bonus Action 13	Professional Teaching & Education: Have a staff member present a session on a PA Forward-related topic.		
Bonus Action 14	Professional Teaching & Education: Have a staff member discuss PA Forward in a scholarly or other peer-reviewed publication.		
Bonus Action 15	Professional Teaching & Education: Have a staff member attend a literacy summit.		
Bonus Action 16	Professional Teaching & Education: Invite a PA Forward ambassador to speak to library staff.		