PA FORWARD STAR PROGRAM
RECERTIFICATION CHECKLIST

Gold Star Recertification Action Year: _____ *to be completed after all required actions are submitted*	
Action	**Site**
PA Forward Gold Star Recertification	

Core Recertification Actions (complete all)			
Action	**Description**	**Site**	**Drive**
Core Action R1	In your preferred cloud storage service (DropBox, GoogleDrive, etc), create a folder labeled "YEAR Star Recertification"—this can be in your original Star Program folder or a newly created one		
Core Action R2	Update one of your library's publications, which can be an internal document (i.e. for staff) or a piece for a larger external audience. This piece should be for the current year and include reference to PA Forward and at least one of the library's literacy-based programs		
Core Action R3	Write a Press Release related to one or more of your PA Forward Programs		
Core Action R4	Provide the name of a staff member who holds a current Pennsylvania Library Association membership, or identify if your instruction holds a membership		

Option 1:

Basic Literacy Recertification Actions (complete all)			
Action	**Description**	**Site**	**Drive**
Basic Literacy Action R1	Submit documentation for a new or existing PA Forward Literacy program utilizing the Basic Literacy Logo		
Basic Literacy Action R2	Create a display consisting of library resources which support Basic Literacy, and display it during a Basic Literacy program		

		Site	Drive
Basic Literacy Action 3	Discuss a Basic Literacy program on your library's social media (Facebook, Twitter, Instagram, Blog, etc.), using one (or more) of the PA Forward hashtags: • #PAForward • #PALibraries • #BasicLiteracy • #FinancialLiteracy • #InformationLiteracy • #HealthLiteracy • #CivicLiteracy • #SocialLiteracy		

Information Literacy Recertification Actions (complete all)			
Action	**Description**	**Site**	**Drive**
Information Literacy Action R1	Submit documentation for a new or existing PA Forward Literacy program utilizing the Information Literacy Logo		
Information Literacy Action R2	Create a display consisting of library resources which support Information Literacy, and display it during an Information Literacy program		
Information Literacy Action R3	Discuss an Information Literacy program on your library's social media (Facebook, Twitter, Instagram, Blog, etc.), using one (or more) of the PA Forward hashtags: • #PAForward • #PALibraries • #BasicLiteracy • #FinancialLiteracy • #InformationLiteracy • #HealthLiteracy • #CivicLiteracy • #SocialLiteracy		

Civic and Social Literacy Recertification Actions (complete all)			
Action	**Description**	**Site**	**Drive**
Civic and Social Literacy Action R1	Submit documentation for a new or existing PA Forward Literacy program utilizing the Civic and Social Literacy Logo		
Civic and Social Literacy Action R2	Create a display consisting of library resources which support Civic and Social Literacy, and display it during a Civic and Social Literacy program		
Civic and Social Literacy Action R3	Discuss a Civic and Social Literacy program on your library's social media (Facebook, Twitter, Instagram, Blog, etc.), using one (or more) of the PA Forward hashtags: • #PAForward • #PALibraries • #BasicLiteracy		

	• #FinancialLiteracy		
	• #InformationLiteracy		
	• #HealthLiteracy		
	• #CivicLiteracy		
	• #SocialLiteracy		

Health Literacy Recertification Actions
(complete all)

Action	Description	Site	Drive
Health Literacy Action R1	Submit documentation for a new or existing PA Forward Literacy program utilizing the Health Literacy Logo		
Health Literacy Action R2	Create a display consisting of library resources which support Health Literacy, and display it during a Health Literacy program		
Health Literacy Action R3	Discuss a Health Literacy program on your library's social media (Facebook, Twitter, Instagram, Blog, etc.), using one (or more) of the PA Forward hashtags: • #PAForward • #PALibraries • #BasicLiteracy • #FinancialLiteracy • #InformationLiteracy • #HealthLiteracy • #CivicLiteracy • #SocialLiteracy		

Financial Literacy Recertification Actions
(complete all)

Action	Description	Site	Drive
Financial Literacy Action R1	Submit documentation for a new or existing PA Forward Literacy program utilizing the Financial Literacy Logo		
Financial Literacy Action R2	Create a display consisting of library resources which support Financial Literacy, and display it during a Financial Literacy program		
Financial Literacy Action R3	Discuss a Financial Literacy program on your library's social media (Facebook, Twitter, Instagram, Blog, etc.), using one (or more) of the PA Forward hashtags: • #PAForward • #PALibraries • #BasicLiteracy • #FinancialLiteracy • #InformationLiteracy • #HealthLiteracy • #CivicLiteracy • #SocialLiteracy		

Bonus Actions (complete two)			
Action	**Description**	**Site**	**Drive**
Bonus Action R1	Share PA Forward partner resource materials with your patrons as appropriate; this may be by way of hanging fliers in the library, placing materials, or sharing contact information with patrons		
Bonus Action R2	Speak to a group of patrons or students about PA Forward before the start of a literacy program		
Bonus Action R3	Share a story of how you have used PA Forward to effectively communicate your library's value; this submission should include with whom the information was shared, as well as how and where		
Bonus Action R4	Curate a list of local resources addressing each literacy (with links when possible) and share it on the library's website and social media		
Bonus Action R5	Create a physical display about PA Forward at work in your community - go beyond the resources your library provides		
Bonus Action R6	Create a piece of informational literature detailing PA Forward in the Library, to share in other spaces throughout your community; this could take the form of a flyer to hang in the local grocery store or a handout to put out at a neighboring doctor's office		
Bonus Action R7	Create a display that explains all five literacies so that patrons or students can read and learn about it in a visual display		
Bonus Action R8	Create a handout to show what your library has done to promote PA Forward over the past year--this may include examples of both passive and/or active programs		
Bonus Action R9	Use an idea from the PA Forward Commons to create a new PA Forward program at your library--make sure you share which program and library inspired your program's development		
Bonus Action R10	Attend another library's PA Forward Literacy-aligned program		
Bonus Action R11	Mentor another library – Find another library who is just beginning the Star Library Program and help them create a PA Forward-aligned event		
Bonus Action R12	Reach out to a local government official or administrator to talk to them about PA Forward		
Bonus Action R13	Invite a local official or administrator to a PA Forward event being held at your library		
Bonus Action R14	Have attendees complete an evaluation of one of your library's PA Forward-aligned programs		
Bonus Action R15	Provide your library's board with a PA Forward training or give them a presentation about how you've applied the literacy framework to your programs.		