Happy Holidays BUILD!

It’s hard to believe that the semester is coming to a close! Your work at the sites has been absolutely phenomenal, and we appreciate the time and effort that you put in to being a BUILD tutor. We have really enjoyed working with you all this semester, and we look forward to the return of your hard work in the Spring.

As we approach the last day of classes, we ask that you continue to submit your weekly reports and hours on time, and continue your strong effort and work at your sites. If you missed one or both of the Spring Workshops, please submit the make-up assignment you received via e-mail from LB.

However, we want to make sure that you take some time for self-care as the semester nears to a close and you prepare for your finals. We wish you the happiest of Holiday seasons, and we hope that you enjoy the long and much needed Winter Break!

Thank you all for your hard work and dedication to BUILD! I just want to encourage you to finish the semester strong and committed. Please always remember to communicate with the grad coordinators and your lead tutors if you have any concerns or planned absences.

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Important Dates

12/12: Last day of classes
12/16: Last day of BUILD
12/16-12/21: Final Exams
1/17: BUILD tutoring begins
1/19: Spring Semester Classes begin
1/28: All Tutor Training (8am-2pm)
2/2: Lead Tutor Training

***Be on the lookout for e-mails about early payroll deadlines***
- Be on the lookout for early payroll deadlines
- Communicate with your GCs and LTs about absences
- Submit information for your weekly report and hours on time
- Let the Graduate Coordinators know if you are unable to return to BUILD next semester or have schedule conflicts with your site. Spring Semester hiring has begun.

**Office Reads**
*Check out what the tutors are bringing to Book Clubs!*

**Pre-Read:**
- Think of a time where you were in a new situation.
  - How did that feel?
  - Were you worried about anything?
  - What would have made it better?

**Post read:**
- If someone new comes to your school or group, what can you do?
  - What are some small kindnesses you might do?
  - What are small things you could do to reach out?

**Activity of the Month!**

**Outdoor or Gym Time Literacy Activity**

*Materials Needed:* Various letter blocks, or cut out paper letters if you have no access to letter blocks

*Instructions:* Hide the letters around the playground or around the area that the children typically play in. Have the children search for the letters and bring them back to you as quickly as possible. For younger children, have them make the alphabet. For older children, use their vocabulary words and have them find letters to spell out their vocabulary words.