**INSTRUCTIONS FOR TURNING IN WORK ON 1/8/15:**

* **Brown Bag Special –**
	+ **Find your rubric. Write your name at the top.**
	+ **Put *rubric* in the basket.**
	+ **Write your name on the outside of the brown bag. Keep your brown bag.**
	+ **If you don’t present, turn in the brown bag before you leave.**
* **Poem –**
	+ **Find your final copy. Make sure you have your name on the final copy.**
	+ **Get a grade sheet (1/2 page). Write your name on it. Attach the grade sheet *using the provided paper clip* to the TOP of the poem. DO NOT STAPLE!**
	+ **Attach any other steps to the process that are NOT stamped to the back of the poem. DO NOT attach stamped work to the poem.**

**\*\*If you are reading your poem during your presentation, make sure to keep the poem. If you don’t present today, TURN IN THE POEM BEFORE YOU LEAVE.**