



Plan for Distributing My First Books *To be filled out prior to first distribution*

Partner Organization _____

Contact person _____

Library staff person distributing books each month _____

Age group: _____ 0-2 (36 months) _____ Preschool (3-5) _____ Kindergarten

Dates and times of distributions:

September _____ February _____

October _____ March _____

November _____ April _____

December _____ May _____

January _____

How will parents be notified of their child's participation in the My First Books program?

(check all that apply) Letter from library (required)

_____ Letter from partner organization (indicate from the whom the letter will be sent)

_____ Director or Principal _____ School librarian

_____ Classroom teacher(s) _____ Other staff (list: _____)

_____ Other form of communication (list: _____)

Does this partner organization serve a high percentage of Spanish-speaking families?

_____ Yes _____ No

If yes, which resources in Spanish will you distribute?

_____ Parent Introduction letter (on My First Books website)

Who will be responsible for printing? _____ Library _____ Partner

_____ *Bookworm*(s) (on My First Books website)

Who will be responsible for printing? _____ Library _____ Partner

_____ Translation of books (when available) (sent as Word document to library in monthly cover letter)

Who will be responsible for printing? _____ Library _____ Partner

_____ Parent Survey (on My First Books website)

Who will be responsible for printing? _____ Library _____ Partner

_____ Other (list: _____)



Monthly Storytime and Distribution Plan

Month: _____ Age group: _____ 0 to 2 _____ Preschool _____ Kinders

Title of book(s) 0 to 2 _____

Preschool _____

Kindergarten _____

Literacy skill to reinforce: _____

Extension Activity: (Flannel board / Craft / Music / Fingerplay / etc.)

Materials to prepare:

Additional books/materials/handouts:

Reminders:

