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:

<table>
<thead>
<tr>
<th>Month</th>
<th>Library staff person distributing books each month</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>_________________________</td>
</tr>
<tr>
<td>October</td>
<td>_________________________</td>
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<tr>
<td>November</td>
<td>_________________________</td>
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<tr>
<td>December</td>
<td>_________________________</td>
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<tr>
<td>January</td>
<td>_________________________</td>
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How will parents be notified of their child’s participation in the My First Books program? (check all that apply)  __ X__ 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: __________________________________________________________________)

My First Books is sponsored by Read to Me, a program of the Idaho Commission for Libraries

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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: