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 __________________________ (visit only, no book distribution)
- October __________________________   February________________________
- November __________________________  March __________________________
- December __________________________  April __________________________
- January __________________________   May ____________________________ (2 books)

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: __________________________________________________________________)
## Monthly Storytime and Distribution Plan

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<thead>
<tr>
<th>Month: _____________________</th>
<th>Age group: _____ 0 to 2 _____ Preschool _____ Kinders</th>
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</thead>
<tbody>
<tr>
<td>Title of book(s)</td>
<td>0 to 2________________________________________</td>
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<tr>
<td></td>
<td>Preschool_______________________________________</td>
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<tr>
<td></td>
<td>Kindergarten____________________________________</td>
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<tr>
<td>Literacy skill to reinforce:</td>
<td>________________________________________________</td>
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<tr>
<td>Extension Activity:</td>
<td>(Flannel board / Craft / Music / Fingerplay / etc.)</td>
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<td>Materials to prepare:</td>
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<tr>
<td>Additional books/materials/</td>
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<tr>
<td>handouts:</td>
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<td>Reminders:</td>
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